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Our vision

Our vision is that people living in Wiveliscombe and the surrounding parish communities can enjoy better physical and mental health because they have access to healthy, tasty and affordable food.

Our mission

Our mission is to share surplus and donated food, skills, information and knowledge to make sure that everyone in our communities is able to access healthy food.

Wivey Kitchen believe that **if the community work together to use surplus and donated food** to:

- cook and distribute meals in the kitchen
 - run a community pantry
- hold community learning sessions at the academy

then local people who

- can't cook for themselves or their family or can't get out to buy healthy food
 - are having a hard time or in crisis
- would like to find out more about cooking healthy or affordable food

will

- be able to access tasty and healthy food to feed themselves and their families
 - become more resilient and improve their health and wellbeing

and

food will not be wasted and saved from landfill



REPORT OF THE TRUSTEES

The Trustees are pleased to present their first annual report following formation of the charity as a Charitable Incorporated Organisation (CIO) on 15 February 2023.

Executive Summary

In the autumn of 2020, with a winter in lockdown approaching, the idea for a Wiveliscombe community food offer sprang from concerns for people living in isolated rural areas, and for those struggling financially. Originally named the Food Project and delivered as part of Wivey Cares (Charity Number 1183575), the offer and activities grew from strength to strength and in 2022 the project successfully applied to become a registered charity Wivey Kitchen (Charity Number 1201960).

Since inception, more than 100 volunteer cooks and drivers have produced and delivered over 60,000 healthy meals. The original purpose to provide meals for people who need them is very much a core activity for the charity but equally important to the mission is the use of surplus food.

As Wivey Kitchen grows the vision is about more than just providing meals, we also offer nutritional advice, teach cooking and other skills and share information to ensure that people in our communities are supported to never go hungry.

Objectives

The objects of the CIO are the prevention or relief of poverty and financial hardship in the area of Wiveliscombe and the ten parishes* by producing and delivering food or pre-prepared meals and by promoting the development of food-related skills.

*Ashbrittle, Bathealton, Brompton Ralph, Chipstable, Clatworthy, Fitzhead, Huish Champflower, Milverton, Stawley and Wiveliscombe plus neighbouring rural areas.

Structure, Governance and Management

The initial Trustees were appointed for a 3 year term. At the end of term of service, a Trustee may be reappointed as a Trustee for a further 3 year term. The maximum length of service is 3 consecutive terms, after which a further term can be served only after an interval of at least 1 year has passed. Trustee meetings are generally held once a month.

Compliance

Policies are being created to cover key elements of our work – in particular Food Hygiene and Environmental Health Compliance, Safeguarding, Finance, Volunteers and Complaints.

Public Benefit

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

Summary of the main activities undertaken for the public benefit in relation to these objectives

Creation of the charity

Wivey Kitchen was created in 2020 in response to the COVID 19 pandemic lockdowns. Originally, it was known as The Wivey Food Project and operated under another community charity, Wivey Cares CIO. In 2022, it was decided that this activity should be transferred into a separately registered



charity. A registration application was submitted in October 2022 which was accepted by the Charity Commission on 15 February 2023. Since then, the Board of Trustees Wivey Cares CIO approved the grant of the Food Project activities, assets and contracts to Wivey Kitchen CIO which accepted the grant as disclosed in Note 1. The Trustees of Wivey Kitchen CIO also record their grateful thanks to the Trustees of Wivey Cares for their support in the early years of this community project.

Activities

On a weekly basis, a group of volunteers come together under the guidance of one of the 4 Head Chefs to prepare and cook meals which are blast chilled and frozen. They use surplus food provided by FareShare and top it up with additional ingredients to create nutritious meals. The Head Chefs take it in turns to lead the cooking sessions with their teams of volunteers. The meals are delivered to people in need in our local community by another team of volunteers. In the period from February to August 2023, we estimate that over 50 volunteers cooked 9,200 meals over 23 sessions using 3,220 kilos of surplus food.

Workforce

A paid interim co-ordinator was engaged to work on the charity's strategy and funding required to secure a venue.

Fundraising activities during the year

Funds in support of our work are generated by

- Our 200 Club draw which runs monthly
- Grant funding from Somerset Community Foundation; and Mazars Charitable Trust
- Private individuals including one who donated £5,000
- Local groups such as the Café at Milverton Methodist Church and Chipstable Parish Council

In kind support during the year

During the period, we have had in-kind support from

- Bulland Shoot who loaned their commercial kitchen space at Oak Barn from February 2023 to July 2023 completely free of charge
- St Andrew's Church, Wiveliscombe who loaned us their kitchen space from October 2023 to date where we have contributed to energy costs
- A private donor who has paid our subscription to FareShare.

While The Food Project was part of Wivey Cares CIO, space for cooking was also kindly provided by Waterrow Village Hall and Wiveliscombe Rugby Football Club.

Financial Review

The financial activities for the period ended 31 August 2023 are summarised on page 5 to 6 and key elements are described above.

Reserves

Trustees are developing a reserves policy to ensure there is sufficient working capital to meet the charity's regular commitments. The funds held at the year end will be utilised for fitting out a



permanent kitchen; operating costs including replacement of catering equipment and in due course, engaging a paid worker to co-ordinate our ongoing and new activities.

Sustainability and collaboration

The achievement of charitable status was a major milestone and opens additional avenues of fundraising for the charity in the longer term. The Board has been very hands on in this initial phase of the charity's life and is aiming to take on a more strategic overview of the charity's work and develop collaborative links with other charities in our community.

Plans for the Future

The complexity of our work means we would like to recruit a paid employee to co-ordinate our current and planned activities; this will depend on securing appropriate funding to resource the role.

Wivey Kitchen is planning to move into permanent kitchen premises at The Bear Inn. Costs of the kitchen installation are being shared. We are also planning to open a Community Pantry facility which will supply food to people in need and help out other community groups.

A business plan is being developed to outline more detail on how this will be implemented including how we will be monitoring and evaluating the outcomes and impact of our work.

Reference and Administration Details

The Trustees are listed below and have held office for the period from incorporation on 15 February 2023 to 31 August 2023 and to the date of approval of this report, unless otherwise indicated.

| | | | |
|-------------|------------------------------------|-------------|------------------------------------|
| J I Alder | <i>Appointed 24 February 2023</i> | N K Benson | |
| G M Doolin | <i>Appointed 11 September 2023</i> | J M Everson | <i>Retired 24 February 2023</i> |
| P G Everson | <i>Retired 24 February 2023</i> | S C Heard | <i>Appointed 24 February 2023</i> |
| K M Moss | | J E Osborne | <i>Retired 31 October 2023</i> |
| M Walters | <i>Appointed 24 February 2023</i> | T Wooff | <i>Appointed 11 September 2023</i> |

The correspondence address for the charity is c/o The Wiveliscombe Area Community Office, Wiveliscombe House, 3 The Square, Wiveliscombe, Taunton TA4 2JT

The charity's bank is Co-operative Bank plc, PO Box 101, 1 Balloon Street, Manchester M60 4EP

The Trustees declare that they have approved the report above on 10 June 2024.

Signed on their behalf by:

N K BENSON

Chair of Trustees

K M MOSS

Trustee



| STATEMENT OF FINANCIAL ACTIVITIES For the period from incorporation on 15 February 2023 to 31 August 2023) | Restricted Funds | Unrestricted Funds | Total Funds 2023 |
|---|-----------------------------|-------------------------------|-----------------------------|
| Income – | £ | £ | £ |
| Cash transferred to the charity from Wivey Cares (note 1) | | 10,375 | 10,375 |
| Cash and cheque donations | | 10,437 | 10,437 |
| Grant income | 6,000 | 1,151 | 7,151 |
| 200 Club memberships | | 4,290 | 4,290 |
| Total income | 6,000 | 26,253 | 32,253 |
| Charitable Expenditure – | | | |
| Cooking ingredients and consumables | | 2,041 | 2,041 |
| Catering equipment costs | | 1,616 | 1,616 |
| Co-ordinator | 5,755 | - | 5,755 |
| Insurance | | 519 | 519 |
| Energy costs | | 735 | 735 |
| Other charitable operating expenditure | | 1,016 | 1,016 |
| Total charitable expenditure | 5,755 | 5,927 | 11,682 |
| Income less expenditure | 245 | 20,326 | 20,571 |
| Balance brought forward | - | - | - |
| Balance carried forward | 245 | 20,326 | 20,571 |

**STATEMENT OF ASSETS AND LIABILITIES****At 31 August 2023****Current Assets**

| | Total Funds 2023 £ |
|--|-----------------------------------|
| Cash at bank – current account | 971 |
| Cash at bank – deposit account | 26,686 |
| Less: | |
| Accruals for expenses | (2,086) |
| Grant Income received in advance for next year | (5,000) |
| Total assets | £20,571 |

Represented by

| | |
|--------------------|----------------|
| Restricted Funds | 245 |
| Unrestricted Funds | 20,326 |
| Total Funds | £20,571 |

The Trustees declare that they have approved the accounts on 10 June 2024.

Signed on their behalf by

N K BENSON**(Trustee)****K M MOSS****(Trustee)**



NOTES TO THE ACCOUNTS

1. Transfer from predecessor organisation

In May 2023, the charity was granted the following assets from Wivey Cares CIO, a registered charity:

- a. Cash of £10,375
- b. Cooking equipment with an estimated value of £27k including a donated Unox Combi Oven and a blast chiller which was purchased with a grant. Some items were purchased and others were donated by local community groups including Kingsmead School which was refurbishing its kitchens.

2. Related Party Transactions

During the period, there was an invoice of £320 for reinstatement works at Waterrow Village Hall paid to the business run by the spouse of J I Alder.

3. Trustee expenses

During the period, Trustees were reimbursed for expenses as follows:

| Trustee | Nature of expense reimbursed | £ |
|--------------|---|-----|
| J I Alder * | Ingredients and catering equipment | 481 |
| N K Benson * | Ingredients and catering equipment | 231 |
| G M Doolin | | Nil |
| J M Everson | | Nil |
| P G Everson | | Nil |
| S C Heard * | Ingredients and catering equipment | 238 |
| K M Moss | | Nil |
| J E Osborne | IT supplies (printer and labels); cooking consumables; and secure cash tins | 799 |
| M J Walters | IT supplies reimbursed | 53 |
| T Wooff | | Nil |

Trustees marked with an asterisk * are Head Chefs who lead the weekly cooking sessions; there is a 4th Head Chef who is not a Trustee. The Head Chefs usually have to buy additional ingredients to top up the surplus food from FareShare in order to create nutritious healthy meals for the households supported by Wivey Kitchen.



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WIVEY KITCHEN CIO

I report on the financial statements of Wivey Kitchen CIO for the period ended 31 August 2023 which are set out on pages 6-7.

Respective responsibilities of Trustees and Examiner

The charity's Trustees are responsible for the preparation of the financial statements. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

This report, including my statement, has been prepared for and only for the charity's Trustees as a body. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body for my examination work, for this report, or for the statements I have made.

Basis of independent examiner's report

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements 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, which is complete, no matters have come to my attention which give me reasonable cause to believe that in any material respect:

- accounting records were not kept in respect of Wivey Kitchen CIO in accordance with section 130 of the 2011 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed by

J Sharland

Name & Qualifications

Jake Sharland ACMA CGMA

Date

17 June 2024