



Trustees' Annual Report for the period

	Period start date				Period end date		
	7th	June	2023		6th	June	2024
From				To			

Section A Reference and administration details

Charity name	Swale Community Care Project
Other names charity is known by	N/A
Registered charity number (if any)	1203458
Charity's principal address	34 Lorimar Court
	Sittingbourne
	Kent
Postcode	ME10 5JD

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	Elaine Allen	Chairperson		
2	Trevor Thurlow			
3	Daniel Marsh	Treasurer		
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15				
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17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Financial	ACE Finance Director	Lorimar Court, Sittingbourne, Kent, ME10 5JB

Name of chief executive or names of senior staff members (Optional information)

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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 (CIO)
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.

Current Governance Policies include:

- Conflict of Interest Policy
- Financial Controls Policy
- GDPR Policy
- Social Media Policy
- Environmental Policy
- Complaints & Whistleblowing Policy
- Safeguarding Policy
- Trustee Code of Conduct

Affiliated with:

- Swale Voluntary Alliance (SVA)
- Swale Borough Council – Cost of Living Forum

Registered with:

- Fundraising Regulator
- Information Commissioner's Office (ICO)

Section C Objectives and activities

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

(1) Relief of Poverty:

The relief of poverty or financial hardship in Swale by providing or assisting in the provision of welfare support, education, training, healthcare projects and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient.

(2) Elderly People:

To relieve financial hardship, sickness and poor health amongst elderly people.

(3) Relief of Financial Hardship

The relief of financial hardship among people living or working in Swale by providing such persons with goods or services which they could not otherwise afford through lack of means.

Annual Objectives:

- Setup emergency foodbank to support those unable to access existing local services. Aligning assessment and monitoring to enable local collaboration with similar organisations.
- Setup Sittingbourne Community Café to support families and low income households with low cost food, warm space, community fridge, signposting to other local services.

Swale Community Care Project has focused its initial year in supporting the Relief of Poverty and Financial Hardship through the provision of emergency food parcels, hygiene packs and living utensils to those assessed or referred as being most in need within the community.

Our delivery service has ensured that those unable to access local food banks whether it be through illness (mental or physical), disability, process constraints, transportation or work limitation, have been supported.

With 56% of our services delivered to those areas in Swale most in need (areas which have been in the county and national top 10% of areas designated as being in poverty). 4% of our beneficiaries are classified as Elderly and 45% of our beneficiaries were under the age of 18 years.

As the year has progressed, we have increased our signposting and collaborative working within the community to other local organisations that can provide additional support and guidance to enable sustainable development of people's circumstances. In our first year our beneficiary dependency rate as 11%. Something we aim to reduce in our second year of operation.

All Trustees have read and understand the Charity Commission Guidance on Public benefit. This forms the basis of our project planning and funding applications / expenditure.

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)

Additional details of objectives and activities (Optional information)

The small group of volunteers have been the foundation to the years delivery and achievements with the following key inputs:

- Collection and distribution of food donations
- Setup and running of fundraising events
- Supporting Swale Borough Councils Annual Rough Sleeper Count
- One of our Volunteers was awarded "Outstanding Volunteer Award" as part of The Swale Community and Voluntary Services Awards 2024

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

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

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

Setup and delivery of Emergency Foodbank.

In our first 12 months over 180 households helped, over 350 food parcels delivered feeding over 900 people.

Helping people across 21 of the Boroughs 24 districts.

Distributing 4.8 tonnes of food, avoiding 1.1 tonnes of food waste.

We successfully had our Swale Environmental Health Inspection of our Foodbank, achieving 5* rating

Developed a strong working relationship with Swale Borough Councils Housing and Rough Sleeper Team resulting in a referral arrangement to support the most in need of food parcel, hygiene and living utensils. This has included, the homeless, those in temporary accommodation and those fleeing domestic abuse.

Expanded the supply of food and hygiene supplies through registration with Neighbourly and developing close working relationships with Community Champions from ASDA, Morrisons, Aldi & Lidl.

Fundraising & sustainability

Raised £24k in grants and donations to give back to those in need within the community. Of which 77% was restricted funding and 23% unrestricted funding. £23k has already been used to support those in need as stated in section C or allocated to the upcoming community café project.

Swale Community Care Project has developed a network of local collection points for donations, along with utilising crowd funding and website access. Key local fundraising community events have been utilised for fundraising, community engagement and networking.

Publicity is through our website, social media accounts and local media.

Community Café

The last 9 months have been dedicated to fundraising and exploring venues for our community café project. This has been successful in securing Lottery funding for premises and grants for setup and equipment. Getting the right location and venue has been very difficult with high rental prices and poor quality properties.

We are in the process of securing a community space in a prime Sittingbourne location as part of a multiple charity community hub project. Partnering with other local organisations to bring a range of services together under one roof for the benefit of those in need has big potential for overlapping benefits and maximising beneficiary enhancement. In addition the sharing of overheads and setup costs brings additional efficiency in delivering the project. We expect to sign the rental agreement in the next month.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charities policy on reserves aims to secure 3 months operating costs as a reserve in order to enable flexibility and security in the event of a significant reduction in income or competitive grant funding timeframes.

Details of any funds materially in deficit

N/A

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.

Funding Sources for the year

- 77% Grants
- 23% Fundraising & Donations

Section F

Other optional information

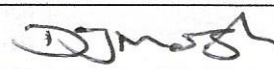
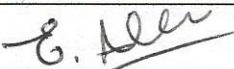
Section G

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)

Elaine Allen

Daniel Marsh

Position (eg Secretary, Chair, etc)

Chairperson

Treasurer

Date

8/11/24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Swale Community Care Project

1203458

Receipts and payments accounts

CC16a

For the period
from

Period start date
07/06/2023

To

Period end date
06/06/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	2,858	1,000	-	3,858	170
Grants	4,000	14,466	-	18,466	-
Fundraising Events	1,647	-	-	1,647	-
Refunds	32	-	-	32	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	8,537	15,466	-	24,003	170
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Trustee Loan	50	-	-	50	-
Sub total	50	-	-	50	-
Total receipts	8,587	15,466	-	24,053	170
A3 Payments					
Insurance	47	213	-	260	-
Project Costs	-	315	-	315	-
Printing & Supplies	46	-	-	46	-
Advertising	443	-	-	443	-
Vehicle Fuel	316	80	-	396	-
Foodbank Stock	562	-	-	562	-
Registration Fees	-	85	-	85	-
Training	-	141	-	141	-
PPE / Uniform	-	297	-	297	-
Sundry Expenses	72	-	-	72	-
	-	-	-	-	-
Sub total	1,486	1,131	-	2,617	-
A4 Asset and investment purchases, (see table)					
Purchase of fixed assets	278	1,410	-	1,688	-
Loans repaid	50	-	-	50	-
Sub total	328	1,410	-	1,738	-
Total payments	1,814	2,541	-	4,355	-
Net of receipts/(payments)	6,773	12,925	-	19,698	170
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	6,773	12,925	-	19,698	170

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank Account	6,911	12,925	-
	Cash in Hand	32	-	-
		-	-	-
	Total cash funds	6,943	12,925	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

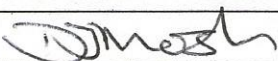

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	N/A		-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computer Equipment	Unrestricted	-	270
	Kitchen Equipment	Restricted	559	889
	Café Equipment	Unrestricted	155	155
	Fundraising Equipment	Restricted	724	724
	Foodbank Equipment	Restricted	275	275
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	N/A		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Daniel Marsh	8/11/24
	Elaine Allen	8/11/24