

Charity registration number 1204711 (England and Wales)

**PEOPLE'S PANTRY ELLESMERE PORT**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD 14 SEPTEMBER 2023 TO 31 MARCH 2024**



# Trustees' Annual Report for the period

	Period start date				Period end date		
	14	Sept	2023		31	March	2024
From				To			

## Section A Reference and administration details

Charity name

The Peoples Pantry Ellesmere Port

Other names charity is known by

Registered charity number (if any)

1204711

Charity's principal address

Wolverham community centre.

Cheltenham Road.

Ellesmere Port. Cheshire

Postcode

CH65 5DS

### 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	Tracey Anelay-Jones	Treasurer	14/9/23-31/3/24	
2	Kathleen Spain	Chair	15/09/23 - 31/03/24	
3	Erika Neill	Secretary	14/09/23-31/03/24	
4	Maria Watton	Trustee	14/09/23 - 31/03/24	
5	Hayley Humphreys	Trustee	15/03/23 - 31/ 03/24	
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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

## 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)	We are a constitutional group.
How the charity is constituted (eg. trust, association, company)	Our charity is constituted as a CIO.
Trustee selection methods (eg. appointed by, elected by)	All trustees are elected during the AGM following a majority vote.

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>People who we work closely with:</p> <p>Cadent Trussel Trust SWEP Cheshire West Voluntary Action Eventbrite Cheshire Wildlife Trust Ellesmere Port Growing Network Tomorrow's Women Mentell Chester Zoo Community Engagement Local Voices Network Peoples Health Trust Cheshire West and Chester Council WAC – Communities &amp; Engagement Officer Alliance for Dignified Food Webinar Kidsbank Chester Womans Refuge Refugee Assist Ian Anstice – Ellesmere Port Library Henna Art Workshop Motherwell Cheshire Wellbeing NHS – Liver health</p> <p>Major risks are followed by our Policies and procedures.</p> <p>All our new volunteers must complete an enrolment form, and we to complete a DBS as soon as possible (no member will be unattended until this is returned). We have two minors, who are under DBS age as volunteers, they have completed forms co-signed by a parent, they are always supervised by an appropriate adult member.</p>
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As a group of trustees, we are a Chair, treasurer, secretary and two further members. We meet every 6-8 weeks, to discuss what is going well, any changes that might be needed, what we plan in the upcoming weeks. Any safeguarding issues will be dealt with immediately if they arise. We have a private group chat where we can send daily events, or quick questions between meetings if needed. No trustee has any links to another trustee through family, marriage etc.

**Section C Objectives and activities**

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

For the prevention or relief of poverty in Ellesmere Port, by providing food donations, hot food on a regular basis in a safe warm environment. Clothing and essentials for the household, and by such means of any support including signposting, advice, updated relevant information and any other advisory service for help and support.

**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)**

The prevention of Relief of Poverty.

Who do we support?

Children / young people. Elderly / older people. People with disabilities or additional needs. People from ethnic communities or racial origins.

How do we aim to help and support?

We aim to provide support by providing food related activities, feeding the homeless and local community. Facilitating a foodbank through Trussel Trust twice weekly. Arts, crafts, physical activities, well-being, help to stop social isolation, signposting to other agencies, working with others for others, to provide advocacy, advice and information to support. Providing a warm safe space for people to attend, by providing them with the use of buildings, facilities and open spaces.

The charity's trustees have had due regard to the Charity Commission's guidance on public benefit in deciding what activities to undertake to achieve the charity'

## Additional details of objectives and activities (Optional information)

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

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

Volunteers contribute to the daily running of each and every session, they offer their time, expertise, ensure the environment is ready for people to attend, safeguarding is always considered first and foremost, fantastic communication skills, some of the activities include cooking, well-being sessions weekly, signpost others in need to other agencies help with the cleaning, activity planning, first aid, health & safety, Fire Marshall, running both arts, crafts and physical activities, attending training to keep up to date.

**Summary of the main achievements of the charity during the year**

Cadent - We have had a great opportunity award from Cadent Gas of £29,000 to enable us to have two self-employed advisors to go out into the community and spread awareness around safety within the family home and out in the local community. We can help with completing any benefit forms, run slow cooker sessions where all attending are given a free slow cooker and ingredients to make a meal at home that is also shared with them to taste. Discuss safety around carbon monoxide and issue each household with a detector. We were also given the chance to buy a van from them at the cost of £1 which has been a real asset to us. An award for household support fund was received in Nov 23 for £3,000 which was allocated to provide financial help to individuals and families and also to provide free meals to any family or individual one evening each week.

HAF- Holiday Activities with food donated £5,320. This is to support families or individuals with free school meals or special educational needs, to attend sessions throughout the school holidays that are interactive, have physical activities, arts, crafts, games and healthy meals, snacks and drinks provided. They are also able to attend a weekly trip.

We were awarded the Cheshire Community Council warm space providers in March 24 with a donation of £1,250.

A grant was received of £600 from Active Cheshire to provide sports equipment to encourage active play. Following active sports training by three members of our team.

We ran a Christmas Day full traditional lunch with music for people who were alone, couples or families who were struggling. This was a very well attended event. We have two young volunteers for Cheshire West Finalists aged 10 and 13 years. We are very proud of them both, they represented us well on the day.

We were awarded the Stanlaw Abbey Development Trust Award 2023. Taking part within the Christmas Toy Appeal, and any further events they ran. A great cause to be a part of.



**Section E****Financial review****Brief statement of the charity's policy on reserves**

Though the charity operates on a not-for-profit basis, it is the policy of the CIO that there should be unrestricted funds, which have not been designated for specific use, maintained at a level equivalent to at least three months' core expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the CIO's current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserves has not been maintained throughout the relevant period as this was the first period of operation. The trustees aim to build up this level of reserves over the coming year.

**Details of any funds materially in deficit****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.

**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)



Kathleen Spain

Full name(s)

Kathleen Spain

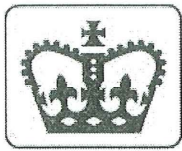
Erika Neill

Position (eg Secretary, Chair, etc)

Chairperson

Date

28/05/25.



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Peoples Pantry Ellesmere Port

On accounts for the  
period

14 September 2023 to 31 March 2024

Charity no  
(if any)

1204711

Set out on pages

1-9

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31/03/2024.

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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do 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 order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

30/5/2025

Name:

Susan Harris

Relevant professional  
qualification(s) or body  
(if any):

MA ACA

Address:

Champion Allwoods Limited

2<sup>nd</sup> Floor Refuge House

33-37 Watergate Row

Chester

CH1 2LE





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Peoples Pantry Ellesmere Port

No (if any)  
1204711

## Receipts and payments accounts

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For the period from	14 Sept 2023	To	Period end date 31 March 2024
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### 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 £
<b>A1 Receipts</b>					
Grants	-	41,833	-	41,833	-
Fundraising, meal sales and donations	13,075	-	-	13,075	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	13,075	41,833	-	54,908	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	13,075	41,833	-	54,908	-
<b>A3 Payments</b>					
Charitable Activities	5,270	41,833	-	47,103	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	5,270	41,833	-	47,103	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	5,270	41,833	-	47,103	-
<b>Net of receipts/(payments)</b>	7,805	-	-	7,805	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	7,805	-	-	7,805	-

## 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	Treasurers Account	7,805	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>7,805</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))


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

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Motor Vehicles - Van	Unrestricted	1	5,500
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
	Kathleen Spain	28/5/25