



COMMUNITY KITCHEN

HEARTY, HOME-COOKED FOOD FOR ALL

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDING 31 OCTOBER 2024

REGISTERED WITH THE CHARITY COMMISSION, NUMBER 1207428





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Reference and Administrative Information

Trustees

- David Charles CROSS (Treasurer), founding trustee
- Harriet Fay LANGSBURY, appointed by trustees 19 June 2024
- Jonathon William MAY (Chair), founding trustee
- Melanie Rosalie OLDHAM (Designated Safeguarding Lead), founding trustee.
- Molly THOMAS, founding trustee

CIO Registered Name: Community Kitchen Glos CIO

CIO Working Name: Community Kitchen Glos

Charity Commission Registration Number: 1207428

Principal Office

Harvey Centre
Main Road
Minsterworth
GLOUCESTER
GL2 8JH

Operational Site

St John Northgate Hall
St John's Lane
GLOUCESTER
GL1 2AT

Bankers

NatWest
21 Eastgate Street
GLOUCESTER
GL1 1NH

Insurer

Zurich Insurance
Company Ltd





SECTION 1

OUR COMMUNITY

WELCOME!

A WORD FROM OUR TRUSTEE BOARD

On behalf of all the trustees, I would like to say how proud we are to present here the first annual report for Community Kitchen Glos, outlining the achievements we have made and the journey we have been on in our first 12 months as a small, volunteer-run, charity.

In pulling together this report, we have been reminded just how far we have come and how much we have accomplished with the support of our inspiring volunteers and exceptional partners across our city of Gloucestershire. Without our team of dedicated and passionate volunteers giving up their valuable time each week, and without our knowledgeable and committed partners lending us their support, we would not have delivered the results for our community as set out over the next pages, so we would like to dedicate this to them.

Community Kitchen Glos started 12 months ago as an idea of what a community supporting each other and sharing a meal together could look like, and as we reflect now at what we have created and at the feedback of our guests and our volunteers, we could not be prouder of what we are doing together in our city. I cannot wait for the year ahead and to be at this point again in 12 months, looking at what else we have managed together.

MOLLY THOMAS
TRUSTEE





THE ANNUAL TRUSTEE REPORT

The Community Kitchen Glos trustees present their report with the financial statements of Community Kitchen Glos for the period ending 31 October 2024.

Community Kitchen Glos was registered with the Charity Commission for England and Wales as a charitable incorporated organisation (CIO) on 13 March 2024 and its current constitution is dated 1 March 2024.

Community Kitchen Glos trustees review the progress, aims and objectives of the charity each year to ensure we are delivering for our beneficiaries in line with our charitable purposes. This report looks at what the charity has achieved in the reporting period up to 31 October 2024, reflecting on the successes and impact we have had. The review highlights what we have achieved and also ensures the charity trustees remain focussed on the aims, objectives and activities for the future year, aligning them carefully with our charitable purposes.

OUR VISION, MISSION & CHARITABLE PURPOSE

OUR Vision

A world where everybody has access to healthy, hearty, home-cooked meals and has a supportive community around them.

OUR Mission

At Community Kitchen Glos, our mission is to ensure that everyone in Gloucester can access healthy, hearty, home-cooked meals. We are dedicated to addressing food insecurity and creating a supportive, compassionate community, treating all individuals with dignity, respect and kindness empowering both our guests and volunteers to thrive.

OUR CHARITABLE PURPOSES

1. The relief of poverty or financial hardship in Gloucester through the provision of nutritious meals, practical advice, and signposting to relevant services.
2. The promotion and enhancement of human health through providing information and advice in relation to healthy eating and nutrition.

OUR FOUNDING PRINCIPLES:

1. WE ARE RUN FOR OUR COMMUNITY, AND WE ARE RUN BY OUR COMMUNITY.

We create a space where people in Gloucester can come together to share food and support each other. Our team will always be led by local volunteers, committed to meeting the needs of their community.

2. WE SUPPORT THOSE IN OUR CITY THAT EXPERIENCE FOOD INSECURITY.

We ensure that anyone in Gloucester can access a hot, three-course meal at least once a week. By partnering with local charities, we tackle food insecurity and connect individuals to additional services that can give them the best suited support.

3. EVERYONE SHOULD HAVE ACCESS TO HEALTHY MEALS, SHARED WITH FRIENDS.

We believe everyone deserves regular access to balanced, nutritious, home-cooked meals surrounded by friends or family. For those facing homelessness, isolation or financial challenges, we provide this food in an inclusive, joy-filled community, making this a reality for everyone in our city.

4. EVERY PERSON WILL BE TREATED WITH EQUAL RESPECT, DIGNITY AND KINDNESS

At Community Kitchen Glos, every person - guest, volunteer or supporter - will be treated with equal dignity and respect. We offer a space without judgement, where everyone is welcome and will be treated with kindness.

5. OUR COMMUNITY EXISTS FOR THE GOOD OF OUR VOLUNTEERS TOO.

We prioritise the well-being of our volunteers, creating a supportive environment where they can thrive. We offer rewarding experiences and skill development in an inclusive and joyful atmosphere that creates strong bonds and positive social interactions.

OUR CITY

We love our city and the incredible people that live here, but we also acknowledge the challenge we have with deprivation in the centre of Gloucester and the impact this has on food insecurity and the overall well being of Gloucester's residents.

In the 2019 Index of Multiple Deprivation (IMD), 9 areas within our city rank in the most deprived 10% in the Country. The neighbourhood we run Community Kitchen in (Westgate 5 LSOA) is ranked in the most 5% deprived.

In Gloucester last year;

- **11%** of adults suffered from hunger
(They either skipped food for a day or more or were hungry but could not afford food.)
- **15%** of adults struggled to access food
- Demand for emergency food support increased by over **50%**

The 'Nourishing Gloucester' report, Gloucester City Council & Gloucester Gateway Trust, 2023

"Food is an essential for life; it is not an option. It plays a vital role in the health and wellbeing of individuals and communities."

The 'Nourishing Gloucester' report, Gloucester City Council & Gloucester Gateway Trust, 2023



Community Kitchen are proud to operate as part of a network across Gloucester providing free or subsidised meals and we work collaboratively with a number of these to ensure we effectively support our community. Many other providers operate during the day and focus on reducing hunger. Community Kitchen Glos aims to complement these services, with a focus on nutritious, home-cooked meals and allowing people to enjoy this in a joy-filled atmosphere with a strong sense of community. We are ideally placed to address the recommendation of the Nourishing Gloucester report to immediately *"improve access to affordable healthy and nutritious food for those affected by food insecurity."* The report also recognises the social value of the provision of food and the benefit in *"offering good affordable nutritious food, and the opportunity to eat and chat with someone."*

OUR GUESTS

In our first year of operating, Community Kitchen Glos is proud to have served food to, and enjoyed conversations with, a rich variety of guests from across Gloucester with a multitude of reasons for coming to eat with us. We enjoy the company of between 50-70 guests for our sit-in meal each Monday and a further 15-20 guests arrive to make use of our take-away service instead.



3000 MEALS SERVED



AVERAGE OF 70 GUESTS A WEEK



BUSIEST NIGHT SAW 86 GUESTS

Some of our guests are in temporary accommodation with extremely limited cooking facilities and some are “rough-sleeping” meaning they have no cooking facilities at all. Both situations make access to warm, cooked, nutritious food extremely difficult. Some of our other guests *do* have access to cooking facilities but may still live in deprived circumstances so come for the community and a chance to enjoy a meal with their friends and our volunteers, in a way they may not get to during the rest of the week.

We do not operate on referrals, so our door is always open to anyone in Gloucester that needs us each Monday. We have many regular guests every week, with whom we have a brilliant relationship. Where required we are able to support guests with signposting to the additional services that they may need.



“Everyone has the right to a standard of living adequate for the health and wellbeing of themselves and their family, including food...”

United Nations Universal Declaration of Human Rights Article 25.

WHAT OUR GUESTS HAD TO SAY

"WHAT YOU DO FOR US IS OUTSTANDING,
i CAN'T THANK YOU ENOUGH. THE
VOLUNTEERS ARE NON-JUDGEMENTAL,
WHOEVER THEY SPEAK TO."

"YOU MAKE US FEEL
LIKE PART OF A
COMMUNITY"

"HAVING THIS GUARANTEED 3-
COURSE MEAL MEANS i CAN BUILD THE
REST OF THE FOOD FOR THE WEEK
AROUND IT AND MAKE SURE i HAVE
ENOUGH TO EAT."

"YOU'RE LIKE MY FAMILY –
IT'S A REAL COMMUNITY"

"UNTIL COMING HERE i HADN'T
HAD A 3 COURSE MEAL SINCE
2010, THE FIRST TIME i CAME
AND HAD A 3 COURSE MEAL i WAS
ALMOST BROUGHT TO TEARS."

"i REALLY ENJOY SEEING
EVERYONE AND SEEING
ALL THE VOLUNTEERS – IT
FEELS LIKE MY FAMILY"

"THIS IS THE ONLY
PLACE WHERE WE CAN
SIT DOWN AND MEET
WITH FRIENDS."

"IT'S SUCH A FRIENDLY
ATMOSPHERE – REALLY
WELCOMING"

OUR VOLUNTEERS



TEAM OF 40 VOLUNTEERS



HAVE GIVEN US 600 EVENINGS

What our Volunteers had to say...

"i LOVE WORKING WITH YOU ALL AND HAVE FORMED TRUE FRIENDSHIPS WHICH i'M SO GRATEFUL FOR"

"COMMUNITY KITCHEN HAS GREAT FRIENDLINESS TOWARDS EVERY NEW VOLUNTEER AND MAKING THEM FEEL PART OF THE TEAM"

"i'T'S A GREAT INITIATIVE THAT i FEEL PASSIONATE ABOUT AND i FEEL IT MAKES A WONDERFUL DIFFERENCE"



OUR VOLUNTEERS

OUR VOLUNTEERS ARE THE BACKBONE OF COMMUNITY KITCHEN, GIVING UP THEIR TIME FOR OTHERS.



OUR VOLUNTEERS



As an entirely volunteer-run organisation, every achievement at Community Kitchen Glos has been made possible by a volunteer. Every meal planned, prepared and served, every supportive conversation over a cup of tea, every word of background policy or procedure or grant application, every single thing we do, is possible because of our incredible team of volunteers.

In the last 12 months, 56 people have registered with us as volunteers, completed an induction and spent at least 3 hours volunteering with us. We currently have a team of 40 regular, active volunteers and some of the most committed of these have each given us between 200-300 hours of their time in the past year.

We were also proud to be identified as a successful volunteer organisation by Gloucestershire VCS Alliance who published an article on their digital volunteer recruitment platform, GoVolunteerGlos, about our approach to volunteer recruitment and management.

The total contribution of volunteers over this reporting period averages at just under 15 volunteers per community meal and over the reporting period we have served 43 community meals from December to October totalling just under 2600 hours of volunteer time.

OUR VOLUNTEERS

We strongly believe in the power of community, the benefits to every member of that community in coming together to support each other. We have seen the very real benefits and rewards our volunteers have gained in giving their time to us. One of Community Kitchen's founding principles is that we exist for the good of our volunteers too, creating the environment they need to thrive, providing training, opportunities and a support network. Just as our rich mix of guests arrive with their varied reasons to come and eat at Community Kitchen, so too do our volunteers find us for a variety of individual reasons.

We have volunteers passionate about the cause and eager for a way to participate in their community, we have volunteers who have used Community Kitchen as a way to get back into paid work. We have provided kitchen experience to those seeking it, pairing people with our experienced chefs, and we have provided volunteering experience to under 18s seeking it for CVs. We have seen the real transformation in many volunteers as they develop confidence, skills, and create strong relationships with other volunteers.



*"The best way to find yourself is to
lose
yourself in the service of others"*

Mahatma Gandhi

OUR FOOD



FOOD & NUTRITION

Our fantastic team of dedicated chefs work with the food we have donated each week to create an exciting 3-course menu that is different every Monday for our guests.

Our food is home-cooked, and our meals aim to be full of vegetables to create a meal that is balanced and provides nutrition for our guests.



240KG OF FOOD DONATED



5 DEDICATED CHEFS AT EACH MEAL

OUR FOOD



A TASTE OF OUR MENU

We are so lucky to have such talented chefs on our team! Some of our recent meals include...

- Cheesy vegetable crepes, garlic bread and Greek-style salad
- Created by head chef Tina
- Veggie Sausage Casserole, rice and broccoli
– Created by head chef Ruth
- Butter bean and tomato Bruschetta
- Created by head chef Debs
- Veggie korma, rice and naan Bread
- Created by head chef Dan
- Chilli with salsa, cornbread and tortilla chips
- Created by head chef Jack

OUR FOOD



WHAT OUR GUESTS SAID ABOUT OUR FOOD

"YOU CAN TELL IT'S
NUTRITIOUS AND HOME
COOKED"

"IT TASTES
HEALTHY AND
GOOD QUALITY"

"THIS IS BETTER [THAN THE
FOOD I HAVE IN THE REST OF
THE WEEK] BECAUSE WE CAN
SIT DOWN AND RELAX"



SECTION 2

OUR PERFORMANCE

OUR 2024...

MEASURING OUR PERFORMANCE

Performance Indicators

At Community Kitchen Glos, we are keen to ensure we are delivering for our community and regularly monitor our performance. We monitor our general performance on a weekly basis by looking at:

- Quantitative: Number of meals served
- Quantitative: Incidents and their severity
- Quantitative: Average cost of ingredients per meal
- Qualitative: Guest feedback on food served
- Qualitative: Volunteer feedback from their shift

We then also conduct periodic reviews (at least annually) of:

- Volunteer satisfaction and alignment with our purposes and values
- Guest satisfaction with the food and community experience



PERFORMANCE

FOUNDING PRINCIPLE 1

WE ARE RUN FOR
OUR COMMUNITY,
AND WE ARE RUN
BY OUR COMMUNITY.

Objective for 2024

- 1) To establish Community Kitchen Glos as a legal entity, operating weekly, providing free meals to anyone experiencing financial insecurity, in line with our charitable purposes.
- 2) To register as a charity to maximise the good we could do with our funding for our community.

Key Results

We established Community Kitchen Glos in October 2023, trialled its operation in December 2023 and started full operations on 8 January 2024.

Since starting full operations, we have opened every Monday, operated by a team of volunteers, and served a three-course meal to an average of 70 guests each night. In total, we have served over 3000 three-course meals to our community through 2600 hours of volunteer time.

We successfully registered as a CIO in March 2024, meaning we qualified for corporation-tax exemption for the reporting period. Before this, as a CIC, we were likely to have incurred a significant corporation tax bill. We are absolutely thrilled to retain these funds for our community meals.

Objective for 2024

We will open every single Monday from January 2024 and serve a 3-course meal, for free, to anyone that needs it.

Key Results

From 8 January through to 31 October we opened every Monday evening and served a 3-course meal to our guests. We never had to turn anyone away or close our doors due to lack of funding, food or volunteers. Everyone who came to us on a Monday was provided a 3-course, home-cooked meal.

PERFORMANCE

FOUNDING PRINCIPLE 2

WE SUPPORT THOSE
IN OUR CITY THAT
EXPERIENCE FOOD
INSECURITY.

PERFORMANCE

FOUNDING PRINCIPLE 3

EVERYONE SHOULD
HAVE ACCESS TO
HEALTHY MEALS,
SHARED WITH
FRIENDS

Objective for 2024

We will serve meals that represent the best of hearty, home cooked food.
We will create a warm, safe environment that allows guests to enjoy a community and conversation with friends.

Key Results

Our team of head chefs have served home-cooked meals, full of vegetables and meals made from scratch. Examples include; *Butternut squash & chickpea Korma, Vegetable Shepherd's Pie, Red Lentil and Squash Daal, Vegetarian Chilli, Broccoli & Cauliflower Soup, Veggie Sausage Casserole, Cheesy Vegetable Pie* and many others.

Guest feedback collected as part of an annual survey;

"You can tell it's nutritious and home cooked"

"It tastes healthy and good quality"

"This is the only place where we can sit down and meet with friends."

I feel like Community Kitchen is a safe environment for me to eat"

Objective for 2024

Create a volunteer team with these principles, ensuring each volunteer is given a thorough induction with our values and all Community Kitchen volunteers understand the importance of seeing all people as equal individuals, not “the hungry”.

Key Results

Every volunteer receives a thorough induction on their first time volunteering with us where they have the values of Community Kitchen Glos explained.

Guest feedback collected as part of an annual survey;

“You don’t treat us like second class citizens”

“You make use feel like part of a community”

“The volunteers are non-judgemental, whoever they speak to.”

“You make us feel like part of the family”

PERFORMANCE

FOUNDING PRINCIPLE 4

EVERY PERSON WILL
BE TREATED WITH
EQUAL RESPECT,
DIGNITY & KINDNESS

PERFORMANCE

FOUNDING PRINCIPLE 5

OUR COMMUNITY
EXISTS FOR THE
GOOD OF OUR
VOLUNTEERS TOO

Objective for 2024

Create a welcoming and supportive environment for volunteers, creating positive social interactions for the team.

To develop training and resources that give our volunteers everything they need to feel empowered.

Key Results

Volunteer Feedback collected as part of an annual survey;

"I love working with you all and have formed true friendships"

"The volunteers are all really nice and helpful a really rewarding way to spend the evening."

"Community Kitchen has great friendliness towards every new volunteer and making them feel part of the team"

We have developed a comprehensive induction for volunteers including a "buddy" system for their first meal volunteering. Experienced volunteers develop our recipes and participate in active discussions about the quality and nutritional content of our food.

PERFORMANCE

WHAT FOR 2025...

As a small, dynamic organisation we expect to develop our objectives as the year progresses, but our initial objectives for the year starting 1 November 2024 will be:

CK Founding Principle	Objective for 2025
1. We are run <u>for</u> our community, and we are run <u>by</u> our community.	• Diversify our funding base, moving to a broader range of income streams to allow us to remain volunteer led and make decisions for the good of the community. • Create sub-committees of our members, led by a Trustee, responsible for key topics where there are members who are passionate about driving forward changes and improvements in that area.
2. We support those in our city that experience food insecurity.	• Continue to open every Monday and offer a 3-course meal for free to anyone that needs it. • Work more closely with organisations providing food aid, mental health and addiction support and housing across Gloucester to offer more integrated support for our guests.

PERFORMANCE

WHAT FOR 2025...

CK Founding Principle	Objective for 2025
3. Everyone should have access to healthy meals, shared with friends.	• Develop a team of chefs, trained and empowered to create meals that are home cooked and healthy. Begin work to understand and measure the nutritional content of our recipes to ensure we're supporting our guests with an evidence-based approach to the nutritional content of our food. • Continue to develop the community feeling and atmosphere we have created. Provide additional training for volunteers on how to de-escalate guest conflict to keep our community safe.
4. Every person will be treated with equal respect, dignity and kindness.	• Develop mechanisms to allow guests, alongside members, a greater say in how we run Community Kitchen giving them the sense of agency which so many guests have told us they lack. • Further develop our training and induction process for volunteers to allow them to feel confident supporting guests through safeguarding training and encouraging meaningful conversations with guests.
5. Our community exists for the good of our volunteers too	• Work with the Charity Commission to investigate the possibility of adding a charitable purpose to the Constitution of Community Kitchen Glos which allows us to support volunteers as a primary purpose of our charity, rather than an ancillary benefit of the work we do.

SECTION 3

HOW WE DO IT



APPOINTMENT OF TRUSTEES

The current trustee board has five trustees, four of whom were the founding trustees of the CIO. The fifth trustee was appointed from the membership of the CIO by the existing trustee board after advertising a vacancy to members. The CIO is bound by its constitution to have between three and six trustees but aims to typically have a board of five trustees to balance swift decision-making with collective leadership.

At the 2024 Annual General Meeting (AGM) of the CIO, all of the current trustees will retire, and the members of the CIO will elect up to five trustees in a secret ballot, these trustees will then serve for up to 3 years.

At each subsequent AGM, at least one third of elected trustees and all appointed trustees, will retire and elections will take place for the vacant trustee posts. The trustees who run for election must be members of the CIO and must be supported by an existing trustee before they can nominate themselves for election to the trustee board. Existing trustees may stand for re-election once they retire in line with this process.



VOLUNTEER TRAINING

All volunteers with Community Kitchen are currently offered;

- A formal induction with training on Community Kitchen processes
- Level 1 Safeguarding Training
- Additional training as requested / required

There is work underway to provide training to all volunteers on;

- First Aid Basics
- Conflict Resolution
- Safeguarding Training - bespoke to Community Kitchen

All members of community kitchen are then offered additional training as:

- Informal Briefings
 - *The CIO Constitution and how it works;*
 - *The principles of the Charities SORP (FRS 102) and how accruals accounting works, including copies of the accounts;*
 - *Basics & history of charity law in England and Wales from the Charitable Uses Act 1601 to the Charities Act 2022.*
- Formal L1 or L3 Safeguarding training.
- Formal L2 or L3 Food Hygiene Training

ORGANISATION

The trustee board does not operate formal sub-committees but aims to involve the full membership in the work of the board. The trustee board is in the process of formalising 'working-groups' of members, each led by a trustee, that will consider the following aspects of management of the CIO:

- Safeguarding, Health, Safety and Wellbeing.
- Grants, Fundraising and Finance.
- Food Sourcing and Food Service Improvement.



GOVERNANCE MODEL

Many of the challenges experienced by a large percentage of our guests (Community Kitchen's beneficiaries), such as homelessness, addiction, mental health difficulties, and severe financial insecurity, mean that it would likely be challenging for them to serve effectively on a trustee board. It therefore becomes imperative that the Kitchen's trustees and governance model represent the guests in decision-making with an informed, nuanced and current knowledge of the challenges they face. We designed our governance model to explicitly put the needs of our guests at the heart of our decision making by ensuring the entire volunteer workforce, including trustees, are part of that same community and share a common view on how we take our community forward.

Like many small, entirely volunteer-run charities, the CIO's trustees are effectively "executive trustees" who perform operational leadership roles in the CIO. To ensure these trustees are accountable for the performance of the CIO and its work with beneficiaries, the trustees are accountable to CIO members, all of whom are regular volunteers in operational roles working with our guests (beneficiaries). This model functions in a similar way to an employee-owned cooperative. Trustees and members are all required to volunteer regularly in operational roles and in direct contact with guests to ensure that the needs of beneficiaries are always at the forefront of the trustees' minds during corporate decision making and that everyone feels part of the same community.

MEMBERSHIP

Membership at Community Kitchen Glos is open to anyone who makes a commitment to furthering the purposes of the CIO through regularly volunteering with us. The current policy of the trustees is to routinely approve membership for registered volunteers after they have volunteered for the CIO for 8 meals where they interact with our guests.

The members of the CIO are the volunteers who are closest to our guests (beneficiaries). Many of our members volunteer every week. The members have a diverse set of skills, experiences and perspectives. While members are not typically in the same situation as guests, many of them have life experience which allows them to understand and relate to some of the challenges that are faced regularly by some of our guests. Volunteering regularly also allows these volunteers to build rapport with our regular guests, understand their individual situations and use this understanding to make informed decisions about how Community Kitchen Glos can best serve its community.

The aim of the trustees is to involve the members in the decision making of the CIO as much as possible, however the only material matter which has been formally given to the members is the election process for trustees, through the approval of Constitution Rule on Elections (Rule 2). All other matters are at the discretion of the trustees as to the extent of member involvement. We have seen lots of active participation from members on a variety of matters and aim to be a highly participatory organisation with strong responsibility and accountability structures.

PARTNER ORGANISATIONS

Community Kitchen Glos are proud to have a number of partner organisations across Gloucester who support us and allow us to provide the very best service for our guests. We work with charities and nonprofits across Gloucestershire that also aim to support similar beneficiaries to us. These include, but are not limited to:

- Gloucester City Mission, Charity Nr 1115780
- The Salvation Army (in Gloucester), National Charity Nr 214779
- The Wiggly Worm, Charity Nr 1124647
- Kingfisher Treasure Seekers Limited, Company Nr 08110228
- Gloucester Foodbank, Charity Nr 1113515

We also work alongside, collaborate with and receive support from several other organisations that help us carry out the work of being a CIO. These organisations have supported us with finding funding or donations, improving our services and running our CIO to the highest standards. These include, but are not limited to:

- Independent Food Aid Network, through corporate membership, Charity Nr 1180382
- St John Northgate Methodist Church (exempt charity)
- Highnam 'Good Neighbour' Cafe (constituted group)
- Charity for a Village Hall and Recreation Ground, known as Minsterworth Village Hall, Charity Nr 255668
- Gloucestershire VCS Alliance, Charity Nr 1153760
- The Gloucester and District Irish Society Limited, Nr 01188119



RISK MANAGEMENT APPROACH

The Trustees have ultimate responsibility for risk management and Community Kitchen Glos' responses to risk. They are satisfied that appropriate systems and processes are in place to identify key risks and mitigate them. We manage risks at two levels:

- Corporate risks: Major threats to the CIO. Quarterly review by trustee board, actions reviewed monthly.
- Operational Risk Assessments: Threats to health, safety or wellbeing of people. Reviewed quarterly

SAFEGUARDING

Safeguarding risks are always managed at both a corporate and operational level. The CIO actively maintains and reviews a safeguarding risk assessment at operational level and reviews the overall safeguarding risks at corporate level, in line with general risk management processes.

The CIO has a safeguarding reporting process which allows safeguarding concerns to be carefully managed with only those who need to know given access. Safeguarding is reviewed after every single meal at wash-up meetings and is a standing agenda item on every trustee meeting. All volunteers are offered and encouraged to take up formal safeguarding training and those who have done so can be easily identified with distinct uniforms, so all volunteers know who to talk to if they have a safeguarding concern. There are always at least two (usually many more) fully-trained safeguarding volunteers at every meal.

FOOD HYGIENE & ALLERGENS

Community Kitchen Glos were proud to achieve the maximum five-star food hygiene rating at our first Environmental Health inspection by Gloucester City Council in 2024. We have a relentless focus on improving food safety processes and this is reviewed at the end of every meal at “wash-up meetings”. A more thorough review is undertaken quarterly, and food hygiene and allergen control is managed as both a corporate risk and as a set of operational activities.



GOVERNING DOCUMENTS

The legal personality of Community Kitchen Glos has changed during this reporting period, and, because of this, it has had two different governing documents. The directors initially registered as a community interest company (CIC), limited by guarantee to allow us to stand the organisation up relatively quickly as we looked to step into a gap created by another charity leaving Gloucestershire. The directors of the CIC always intended to convert it to a CIO and started work on this in January 2024, leading to registration as a charitable incorporated organisation (CIO) two months later. The governing documents are as follows:

- Community Interest Company - Memorandum and Articles of Association dated 5 October 2023, effective from 6 October 2023 until 12 March 2024.
- CIO Constitution adopted upon conversion to CIO, dated 1 March 2024, effective from 13 March 2024, with two supplementary rules: *Rule 1 - Rule on Polls, dated 5 July 2024; Rule 2 - Rule on Elections, dated 5 July 2024.*

Both Rules are made in accordance with the CIO Constitution and were approved by a vote of all of the members who were present at the first General Meeting of the CIO, held on 5 July 2024.

SUSTAINABILITY

Community Kitchen Glos is committed to delivering our service in line with the values we have as a charity, one of which is to be completely committed to sustainability and to make all decisions with this in mind. In 2024 we have taken meaningful steps to ensure we are as sustainable as possible, these include using all recyclable and biodegradable containers for our takeout service, replacing single-use items with multi-use options where possible such as replacing our chef's hairnets with washable "skull-caps" and moving to digital solutions over paper based wherever possible. We also serve exclusively vegetarian meals which is a more sustainable option and supports the Climate Change Committee (CCC) suggested target for a 20% reduction in meat and dairy intake by 2030 to meet the UK's greenhouse gas emissions targets as animal products have a significantly higher carbon emissions and land and water footprints.

EQUALITY, DIVERSITY & INCLUSION

To create a community in which every person truly feels they are welcome, it is imperative that Community Kitchen Glos are completely committed to the values of equality, diversity and inclusion. Community Kitchen Glos have a founding principle that "Every person will be treated with equal respect, dignity and kindness" and we must live this value in everything we do. In our first year of operation, we have taken steps to ensure our policies and processes are accessible, to ensure our volunteering opportunities are open to all and to evaluate the diversity of our volunteer team. As we look to 2025, we will continue to build Equality, Diversity and Inclusion into the remit of one of our formal "working groups" to ensure we continue to make Community Kitchen Glos a fair and inclusive community.

FUNDRAISING

For the purposes of this report, “fundraising” covers the activity of raising funds for Community Kitchen both through donations and through grant applications. We have taken a diverse approach to finding funding during this reporting period, including:

- Broad campaigns for small, one-off donations through social media.
- Targeted campaigns for regular local donors.
- Applications for grant funding from statutory bodies (mainly local government)
- Applications for grant funding from foundations and trusts.
- An aspiration to conduct small-scale trading to raise funds from trading surplus.

Where we’ve raised funds through campaigning for donations, we have voluntarily adopted the Fundraising Code, as set out by the Fundraising Regulator, but have not registered due to the cost, given we are a very small charity. The grants we have received during the reporting period are detailed in the finance section and come from the following organisations:

- Gloucester City Council, UK Local Government.
- The Methodist Church in Great Britain
- Big Lottery Fund (aka National Lottery Community Fund), UK National Government
- NHS Gloucestershire ICB (Integrated Care Board) through Gloucester City ILP (Integrated Local Partnership). Mixed fund - backers of this fund come from a variety of sources.

Prior to accepting or applying for a grant, the requirements of the grant are carefully considered by the trustee board to ensure that they do not conflict with, nor divert attention from the purposes of the CIO as given in its constitution.



SECTION 4

FINANCIAL STATEMENTS

INCOME STATEMENT

Income received for the reporting period from 13 March 2024 to 31 Oct 2024 was £14,174 of which £14,095 was made up of grants and donations including gift-in-kind. There were no trading activities.

REPORTING PERIOD

Community Kitchen Glos was formed on 6 October 2023 as a CIC and converted to a CIO on 13 March 2024. For this reporting period the accounts may only show activity which was after the date of charitable registration. The reporting period is therefore a little over 7½ months long and the trustees were advised by the Charity Commission that this was a legislative requirement. The trustees have produced accounts for a full financial year covering the period when the CIO was a CIC, which are available on request. These full year accounts, which cannot be included here, were produced in line with the SORP and used merger accounting as a basis for the accounts.

PRINCIPLE RISKS

Principal Risks to the CIO

Our Top-Five Corporate risks by both probability and impact are:

1. During a meal or event, harm, abuse or neglect takes place which is not identified, reported or acted upon.
2. Individuals who perform key functions associated with the CIO are lost (for any reason) and service is degraded or essential functions cannot be carried out.
3. A guest, volunteer, visitor or other person is physically harmed during a meal or event leading to consequential action against the CIO.
4. During a meal or event, food which is unsafe for human consumption is served leading to sickness or death of a guest.
5. Our information systems are unavailable or compromised by negligence or malicious action.

RESERVES POLICY

The total funds the CIO held on 31 October 2024, was £13,791 which included restricted funds of £8,452. The amount of general unrestricted reserves (excluding Fixed Assets) on 31 October 2024, after making allowances for any restricted funds and designations, is £5,339. The reserves policy of the CIO is set to ensure that our work is protected from the risk of disruption at short notice due to a lack of funds whilst at the same time ensuring that we do not retain income for longer than required. The Trustees have determined that the CIO needs free reserves for the following purposes:

- To protect against unforeseen fluctuations in income;
- To provide working capital for the effective running of the CIO and manage variations in expenditure levels.

The Trustees further determined that the CIO should be holding enough disposable cash reserves, equivalent to six months of unrestricted reserves forecast activity levels.

The cash position on 31 October 2024 for unrestricted funds - £5,339 - is equivalent to over six months of cover of forecast expenditure. Accordingly the CIO has no material uncertainty for the period starting 1 November 2024.

AUDIT/INSPECTION

In the reporting period the CIO had an income of under £25,000 and is therefore not required to have its accounts inspected or audited under the Charities Acts. The trustees have reviewed the accounts in line with Charity Commission guidance CC32a and believe the CIO is continuing to meet or exceed all the relevant regulatory requirements.

STATEMENT OF RESPONSIBILITIES OF TRUSTEES

Statement of Responsibilities of Trustees

This report has been prepared in accordance with the second edition of the Charities SORP (Statement of Recommended Practice) FRS 102. The report has been approved by a vote of the members and trustees at the Annual General Meeting on 6 December 2024. The board of trustees which has approved this report also confirms that:

1. The trustees are aware of the guidance from the Charity Commission on public benefit, routinely take this guidance into account when making decisions and have not knowingly departed from it;
2. They have selected suitable accounting policies and then applied them consistently;
3. They have observed the methods and principles in the Charities SORP (FRS 102);
4. They have made judgements and estimates that are reasonable and prudent;
5. They have stated whether applicable UK Accounting Standards and statements of recommended practice have been followed (subject to any material departures disclosed and explained in the financial statements - of which there are none);
6. They have prepared the financial statements on a "going-concern" basis.

ACCOUNTS: STATEMENT OF FINANCIAL ACTIVITIES

		This period			Prior period		
		Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
Note		£	£	£	£	£	£
Income from:							
Donations & Legacies	2	11,184	2,911	14,095	No prior year, first year of operation.		
Other trading activities	3	—	—	—			
Investments		58	21	79			
Total Income		11,242	2,932	14,174	—	—	—
Expenditure on:							
Fundraising		—	57	57			
Administration		—	—	—			
Charitable Activities <i>Gloucester Community Meals</i>		3,679	—	3,679			
Total Expenditure	4	3,679	57	3,736	—	—	—

ACCOUNTS: STATEMENT OF FINANCIAL ACTIVITIES

Net income (expenditure) for the year:	5	7,563	2,875	10,438			
Transfers between funds		—	—	—			
Net income (expenditure) before other recognised gains and losses		7,563	2,875	10,438	—	—	—
Reconciliation of funds:							
Total funds brought forward		890	2,764	3,654			
Total funds carried forwards		8,453	5,639	14,091	—	—	—

ACCOUNTS: STATEMENT OF FINANCIAL POSITION

		This period	Prior period
	Note	£	£
Fixed assets			
Tangible assets		—	No prior year, first year of operation.
Investments		—	
Totals		—	—
Current assets	6		
Debtors		807	
Cash at bank and in hand		13,600	
Totals		14,407	—

ACCOUNTS: STATEMENT OF FINANCIAL POSITION

Liabilities	7		
Creditors: amts falling due within one year		(376)	
Provisions for liabilities		—	
Totals		(376)	—
Net current assets		14,031	
Net total assets		14,031	—

		This period	Prior period
	£	£	£
The funds of the CIO:	8		
Restricted income funds	8,452	—	No prior year, first year of operation.
Unrestricted income funds:			
General funds	—	5,339	
Designated funds	—	—	
Total unrestricted funds		5,339	—
Total CIO funds	13,791		—

ACCOUNTS: TRUSTEE APPROVAL

Accounts: Trustee Approval

The Statement of Financial Activities and Statement of Financial Position (Balance Sheet) have been approved by resolution at a meeting of the trustees on Thursday 21 November 2024. The accounts were subsequently approved by the members in attendance at the first Annual General Meeting of the CIO which took place at The Gloucester & District Irish Society on Horton Road, Gloucester on Friday 6 December 2024.

Signed on their behalf by *David Cross*, Trustee & Treasurer, 6 December 2024.

NOTE 1 ACCOUNTING POLICIES

For the year ending 31 October 2024

a) Statutory information

Community Kitchen Glos CIO is a charitable incorporated organisation (CIO) registered in England and Wales number 1207428. The registered office address is The Harvey Centre, Main Road, Gloucester GL2 8JH.

b) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

c) Public benefit entity

The CIO meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The accounts are relatively simple and the vast majority of commitments are paid in the same month they arise. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting year.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably. Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the CIO has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred. Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

f) Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the CIO has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. Volunteer time is recognised in the annual report, not the accounts and can be found under the section entitled Volunteers.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the CIO which is the amount the CIO would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the year.

Where a donated gift is foodstuffs for the Gloucester Community Meals activity (provided we can use it to prepare community meals), it is measured in kilos and valorised using formula based on a 'basket' of typically donated food using retail prices. The value we have applied per kilo in this reporting period is £2.08

g) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the CIO; this is normally upon notification of the interest paid or payable by the bank.

h) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund. Currently the CIO only has one restricted fund which is for our Gloucester Community Meals activity. Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes. Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

NOTE 1 ACCOUNTING POLICIES

i) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the CIO in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose;
- Expenditure on charitable activities includes the costs of providing community meals to further the purposes of the CIO and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

j) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration, comprising the overhead costs of the central function (which would include salaries, if the CIO employed anyone), is apportioned based on an estimate of aggregate time (hours), attributable to each activity.

k) Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

l) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £250. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates and methods in use are as follows:

- Office equipment - 4 years - straight line
- Fixtures and fittings - 4 years - straight line
- Computer equipment - 3 years - reducing balance

m) Investments in subsidiaries

The CIO has no investments in subsidiaries. If it did, investments in subsidiaries would be shown at cost.

n) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid, net of any trade discounts due.

o) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

p) Creditors and provisions

Creditors and provisions are recognised where the CIO has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

q) Financial instruments

The CIO only has financial assets and financial liabilities of a kind that qualify as basic financial instruments as given in FRS 102. Basic financial instruments are initially recognised at transaction value (or historical value) and subsequently measured at their settlement value.

r) Pensions

The CIO has no paid staff and therefore makes no pension contributions.

NOTE 2 INCOME FROM DONATIONS

	13/03/2024- 31/10/2024			Prior Year		
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
	£	£	£	£	£	£
Income from donations:						
Gifts	4,348	2,911	7,259			
Grants and donations from trusts and foundations	6,448	—	6,448			
Gifts-in-Kind	387	—	387			
Total Income	11,184	2,911	14,095			

Gifts-in-kind largely comprises donated ingredients and cooking equipment.

NOTE 3 INCOME FROM TRADING ACTIVITIES

	13/03/2024- 31/10/2024			Prior Year		
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
	£	£	£	£	£	£
Income from other trading activities:						
Sales of merchandise	—	—	—			
Total Income	—	—	—			

NOTE 4 ANALYSIS OF EXPENDITURE

(CURRENT REPORTING PERIOD)

	06/10/2023- 31/10/2024			Prior Year		
	Raising funds	Gloucester Community Meals	Total	Raising funds	Gloucester Community Meals	Total
	£	£	£	£	£	£
Premises Hire	—	2,640	2,640			
Materials & Ingredients	57	3,727	3,784			
Insurance & Compliance	—	192	192			
IT & Telephony Costs	—	130	130			
Total Expenditure (current year)	57	6,689	6,746			

NOTE 5 NET INCOME/(EXPENDITURE)

(CURRENT REPORTING PERIOD)

Net income has no charges before it was stated (e.g. for depreciation, loss on fixed assets or inspection fees), so this table has been omitted.

NOTE 6 DEBTORS

	At 31 October 2024
	£
Trade debtors	807
Total	807

NOTE 7 CREDITORS

(AMOUNTS FALLING DUE WITHIN ONE YEAR)

	At 31 October 2024
	£
Trade creditors	376
Total	376

NOTE 8 MOVEMENT IN FUNDS

	At 13 March 2024	Income & gains	Expenditure & losses	Transfers	At 31 October 2024
	£	£	£	£	£
Restricted funds:					
Gloucester Community Meals	890	11,242	3,679	—	8,453
Total Restricted Funds	<u>890</u>	<u>11,242</u>	<u>3,679</u>	<u>—</u>	<u>8,453</u>

Purpose of restricted funds

We only currently have one restricted fund. We anticipate that we will at some point have a restricted fund for activities related to advice about nutrition, in line with our second charitable purpose. At present we only deliver nutrition advice through the Gloucester Community Meals activity.

Gloucester Community Meals. Community Kitchen Glos receives donations and grants specifically to spend on Community Dining in Gloucester City Centre, in line with the first purpose given in our Constitution. Any grants for this purpose are managed through this fund and are also tracked individually.