



Trustees' Annual Report for the period

		Period start date				Period end date		
From	Day	Month	Year	To	Day	Month	Year	
	30	06	2024		31	10	2025	

Section A Reference and administration details

Charity name

The Hertford Pantry

Other names charity is known by

The Hertford Baby Pantry

Registered charity number (if any)

1208168

Charity's principal address

22, Port Vale

Hertford

Herts

Postcode

SG14 3AB

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	Deborah Bonfield	Chairperson		
2	Maura Connolly	Vice Chairperson		
3	Angela Pryce	Secretary		
4	Emma Davies	Safeguarding Lead		
5	Louise Shankland	Deputy Safeguarding Officer		
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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
Accountant	Martin Walker	1, Edmunds Road, Hertford, Herts, SG14 2EY
Bank	Co-Op	1, Balloon Street, Manchester, M4 4BE

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

Senior Leadership Team Volunteer – Susan Taylor – Joint Treasurer

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution Document adopted at AGM October 2025

How the charity is constituted
(eg. trust, association, company)

Unincorporated Association

Trustee selection methods
(eg. appointed by, elected by)

Re-appointed annually at the AGM in October.

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.

Our main activities are as follows:

- *Food Support at 4 sessions per week.*
- *Emergency food parcels delivered.*
- *Baby Support.*
- *Children's activities during school holidays.*
- *Supporting Refugees and Domestic Violence victims.*
- *Education & return to work Support.*
- *Other help delivered when required via signposting to relevant organisations.*
- **Challenges:**
 - Continuing regular food donations.
 - Cost of living which is increasing our need.
- **Plans for next year:**
 - Strengthen fundraising through donations and activities.
 - Adding a permanent setting for the Baby Bank.

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

- **Charitable objects:**
To save usable food from ending up in landfill.
- Everything we do is about supporting the local community as sustainably as possible; being there in times of need (especially if everyone else has said “no”) and making local lives as comfortable as we possibly can. We are non-judgemental, trusted and known for our kindness, empathy, excellent local knowledge and caring for the community firstly with free food and signposting to other organisations for their additional needs.

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)

Main activities during the year:

- We partnered with Fareshare, Neighbourly and local businesses we save edible food from being disposed of and redistribute it to families via our four sessions per week, with approximately 40 families attending each session.
- We have a valued network of 80+ unpaid volunteers supporting our four sessions as well as our days and evenings collecting from supermarkets and local business.
- Christmas Campaign 2024 we donated a staggering 10,000 Christmas gifts to families whose children may not have received anything.
- With the support of a grant, we have been able to help families to help pay for their fuel.
- They were unable to heat the food we were supplying but with the help of this organisation families could have hot food.

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.

Our charity is led by a Senior Leadership Team (SLT) of six members who provide strategic direction, oversee governance, and ensure the effective delivery of our charitable objectives.

Supporting the SLT are several specialist sub-teams, each with clearly defined responsibilities and reporting directly to the SLT to ensure strong communication, transparency, accountability, and co-ordinated decision-making.

Our Fundraising Team organises four fundraising and awareness events each year, helping to generate essential income while increasing public awareness of our work and engaging with the local community.

In addition, our Business Team is responsible for identifying and applying for grant funding to support larger projects, enabling the charity to expand its services and deliver long-term, sustainable impact.

Summary of the main achievements of the charity during the year

- **Impact highlights in 2024/2025:**

- We opened a new session at Pinehurst which is second largest area of social housing in Hertford. We already support the largest area at Sele.
- Offered Cook bags to families with school aged children weekly during school holidays, to encourage families to cook together and enjoy a home cooked meal cooked from scratch.
- Helped a family with new bikes with the help of AITC and the Men's Shed organisations.
- Helped a mum get back to paid employment
- Helped a family relocate from hotel accommodation to rented accommodation
- Given volunteering opportunities to Duke of Edinburgh pupils from local schools.
- Various fundraising activities, (quiz nights) and free education activities (Cookery classes).
- Supporting a local student in providing a laptop and a tutor for his GCSE's. Which he passed with flying colours.

Section E

Financial review

Brief statement of the charity's policy on reserves

Cash at bank as of 31/10/25 is - £46,300.13
£2,981.00 of which was restricted for education purposes.

The main financial risk to the charity would be a loss of funding via grants and donations.

We have agreed to always maintain a balance of £5K to facilitate the closure of the charity if needed.

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.

Our main source of funds this year has been through grants and donations.

General funds to cover the running of the food distribution sessions.

All of our Team work on a voluntary basis.

The small, restricted fund was obtained by a grant for education purposes.

Section F

Other optional information

In the coming year we will look for additional premises to host our baby bank, and will look to work in collaboration with other organisations to strengthen our service. I.e. Haileybury School providing food support and a large amount of Christmas Gifts so that Students are aware of the need in the community they are educated in.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Deborah Bonfield

Full name(s)

Deborah Bonfield

Position (eg Secretary, Chair, etc)

Chairperson

Date

0/10/25



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The Hertford Pantry	No (if any)
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Receipts and payments accounts

CC16a

For the period from	Period start date 30/06/2024	To	Period end date 31/10/2025
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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 £
A1 Receipts					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	-	-	-	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	-	-	-	-
A3 Payments					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	-	-	-	-
Net of receipts/(payments)	-	-	-	-	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	-	-	-	-	-

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	Money at bank	43,319	2,981	-
		-	-	-
		-	-	-
	Total cash funds	43,319	2,981	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fridges & Freezers	unrestricted	2,369	-
	Donated Storage Container	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Deborah Bonfield	Deborah Bonfield	06/10/2025	

Accountant's Report

Rule 9 of the Client Account Rules 2006 requires authorised claims management businesses that operate client accounts to deliver an Accountant's Report to the Regulator within six months of the end of each Accounting Period (Rule 9.2).

The reporting accountant must be qualified to sign and give an Accountant's Report (Rules 9.7 – 9.9) and must be provided with details of all accounts kept or operated by the business at any bank or building society at any time during the accounting period to which the report relates. This includes client and office accounts as well as accounts which are not client accounts but which contain client money (Rule 9.12).

Where the reporting accountant is not satisfied that the authorised business has complied fully with the Rules (except for trivial breaches) or has failed to produce a document required for examination, then they must 'qualify' the report and provide details for its 'qualification' (Rules 9.15 – 9.17).

1. Authorised Business

Name of Business

The Hertford Pantry
Charity Number 1208168

Authorisation Number

2. Relevant Addresses

Place of examination of accounting records

Martin Walker
1 Edmunds Road
Hertford
Herts SG14 2EY

Principal place of business

18, Fleming Crescent
Hertford
Herts SG14 1DJ

Registered office (if applicable)

22, Port Vale
Hertford
Herts SG14 3AB

3. Relevant Persons

The directors, members, partners or proprietors involved in handling client money.

Name	Status
Deborah Bonfield	Chair of Trustees & Joint Treasurer
Sue Taylor	Joint Treasurer

Other persons in the business involved in handling client money.

Name	Status

4. Accounting Period

From To

5. Exceptions

In compliance with Rule 9.12, the authorised business has provided me with details of all accounts kept or operated by them in connection with their business at any bank or building society at any time during the accounting period to which this report relates. Insofar as an opinion can be based on this limited examination, I am satisfied that during the above mentioned period the business has complied with the Rules except so far as concerns:-

(tick appropriate box)

(a) certain trivial breaches, as set out in Rule 9.16 ☐

(b) matters set out at 8 below in respect of which I have not been able to satisfy myself for the reasons stated ☐

- (c) matters set out in 9 below in respect of which it appears to me that the authorised business has not complied with the provisions of the rules ☐
- (d) none of the above ☒

6. Comparison Date

The results of the comparison at the date selected by me were:

At (insert date)

- (a) Liabilities to clients shown by client ledger accounts.
- (b) Cash held in client account(s), and client money held elsewhere other than in a client account, after allowances for lodgements cleared after the date for outstanding cheques.
- (c) Difference between (i) and (ii) (if any). Details of which are required at 10 below.

7. Qualified Report

Have you found it necessary to make this report 'Qualified'?

Yes ☐

No ☒

8. Matters in respect to which I have deemed it necessary to qualify this report other than for non-compliance with the provisions of the rules.

- 9. Matters in respect to which it appears to me that the authorised business has not complied with the provisions of the rules.**

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- 10. Details of the cause of any difference at 6(c) above.**

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Accountant's Certificate

- I confirm that I have produced this Report in accordance with the Client Account Rules 2006, a copy of which I hold.
- I am qualified to sign the Accountant's Report as set out in, and in accordance with, Rules 9.7 – 9.9.
- I confirm that I am the Reporting Accountant and, in compliance with the Client Account Rules 2006, have examined all of the accounting records and relevant documents requested, in order to produce this report (unless otherwise qualified) and completed a checklist in accordance with Rule 9.14.
- I confirm that my rights and duties as Reporting Accountant have been set out in terms of engagement which have been signed by the Authorised Business and I, the copy of which is retained by the Authorised Business.
- I acknowledge that the information contained in this report will be relied upon by the Regulator and that I owe a duty of care to him in the preparation of the report.
- I confirm that this is a true and complete copy of the Accountant's Report and has not been altered or amended in any manner.
- I confirm that a copy of this report has been sent to the Authorised Business.

Reporting Accountant's Full Name

Martin Walker

Accountant's Qualifications,
Professional Body & Membership No.

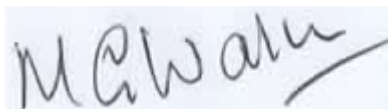
A C I S 62205
A C I P F A 8013

Firm name

Address

1 Edmunds Road
Hertford
SG14 2EY

Signed

A handwritten signature in blue ink, appearing to read 'M Walker', is shown within a light blue rectangular box.

Dated

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