

TRUSTEES' ANNUAL REPORT

FOR THE PERIOD FROM
9 SEPTEMBER 2024 TO 31 MARCH 2025



Charity Registration Number: 1209937

CONTENTS

Objectives and Activities	3
Achievements and Performance.....	4
Financial Review	4
Structure, Governance and Management .	5
Reference and Administrative Details.....	5
Declarations	6

Objectives and Activities

The purposes of the charity, as described in its governing document, are the prevention or relief of poverty in Lowestoft and the surrounding areas or such wider area as may seem appropriate from time to time by providing grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty and in particular, but not exclusively, by providing food and help to those in crisis including signposting to other agencies.

The charity was registered on 9 September 2024 in readiness for becoming the new home, on 1 April 2025, for two social action projects formerly conducted by Lowestoft Community Church, namely:

- Lowestoft and District Foodbank (“the Foodbank”) and
- Food In School Holidays (“FISH”).

As the charity only became operational when responsibility for delivering these two projects was transferred to it on 1 April 2025 (including all related staff and assets), activities during the period to 31 March 2025 were confined to making all the necessary arrangements to enable that transfer to occur.

Such activities included the appointment and induction of Trustees, opening a bank account, establishing a financial accounting system and appointing accountants and independent examiners, registering with HMRC, establishing and documenting policies and procedures, arranging insurance cover, preparations for receiving the ‘TUPE’ transfer of staff, entering into premises leases and tenancies, entering into contracts and agreements with various third parties, devising and implementing a fund raising strategy, seeking grants, receiving donations, establishing a budget for the coming year and communicating with stakeholders and the public.

Thus, by 31 March 2025 the charity was ready to accept the transfer from Lowestoft Community Church (which went ahead as planned on 1 April 2025) and consequently to begin to achieve its purposes. Everything was in place to commence:

- (i) The distribution of emergency food parcels under a Trusell Trust Franchise Agreement to those experiencing financial crisis,
- (ii) The provision of wrap-around support and signposting to help recipients address their underlying cause of crisis, and

- (iii) The coordination of the provision of meals in school holidays to families ordinarily benefitting from free school meals.

In all this, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Achievements and Performance

As stated above, the charity's achievement during the period was to have everything in place in readiness to commence operations on 1 April 2025, including sufficient funding to sustain those operations.

Financial Review

The charity's income during the period totalled £17,301 and arose primarily from one-off and regular gifts from individuals. Expenditure totalled £1,344 and relates mainly to costs associated with establishing the charity, such as the accounting system set-up costs and the premium for insurance cover.

The charity's financial policy stipulates that it intends

“To maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to at least three months of unrestricted expenditure (according to the current annual budget or most recent management accounts projection)”.

This is partly to provide a buffer against the impact of fluctuating income, but primarily to enable an orderly winding down of operations should it ever become apparent that the charity is no longer able to continue as a going concern. This level was not achieved at 31 March 2025, but the budget set for the year beginning 1 April 2025 anticipates that it will be reached by 31 March 2026. Reserves stood at £15,957 on 31 March 2025.

During the period, the charity secured a commitment from Trussell Trust to provide it with a £33,000 “Emergency Support Grant”, payable on or soon after 1 April 2025, to relieve the anticipated cash flow pressures during its first three months of operations.

Structure, Governance and Management

The charity is constituted as a Charitable Incorporated Organisation and its governing document is its Constitution.

Trustees are selected and appointed according to the relevant provisions of the charity's Constitution, which state (at Section 10):

“10.1 Apart from the first Charity Trustees, subject to clause 12(2), every trustee shall be appointed indefinitely by a resolution passed at a properly convened meeting of the charity trustees

10.2 In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO”.

Reference and Administrative Details

Charity Name	The Rob Clarke Community Trust
Other Names the Charity Uses	• Lowestoft and District Foodbank • Lowestoft FISH
Registered Charity Number	1209937
Charity's Principal Address	2 Canning Road Lowestoft Suffolk NR33 0EQ
Names of the Charity Trustees who Manage the Charity	• Richard Youngs (Chairperson) • Ben Parish • Alex Godfrey • Emma Clarke

Declarations

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's Trustees:

Full Name:	Richard Youngs
Signature:	
Position:	Chairperson
Date:	18 June 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Rob Clarke Community Trust

1209937

Receipts and payments accounts

For the period
from

09/09/2024

To

31/03/2025

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 £
A1 Receipts				
Donations	15,798	1,458	-	17,256
Interest received	46	-	-	46
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	15,844	1,458	-	17,302
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	15,844	1,458	-	17,302
A3 Payments				
Accounting software and bookkeeping support	436	-	-	436
Bank charges	15	-	-	15
DBS checks and ICO Registration	47	-	-	47
Employers, Public Liability, Buildings, Contents and Trustee Indemnity Insurance	811	-	-	811
Fundraising costs	-	35	-	35
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	1,309	35	-	1,344
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	1,309	35	-	1,344
Net of receipts/(payments)	14,535	1,423	-	15,957
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	14,535	1,423	-	15,957

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Cash at bank	14,535	1,423
		-	-
		-	-
	Total cash funds	14,535	1,423
	(agree balances with receipts and payments account(s))	OK	OK
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
	Accountancy fees (accrual)	Unrestricted	600
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name