

HIGHWORTH COMMUNITY LARDER – ANNUAL RETURN FOR YEAR TO 31ST DECEMBER 2025

Highworth Community Larder (HCL) was accepted as a Charitable Incorporated Organisation in December 2024, Charity Number 1211437. This report has been compiled to meet the Charity Commission's annual return requirements, and also to provide information to HCL's supporters and volunteers.

Object and Activities

The Object of HCL is to reduce food waste and provide surplus food to members of the local community, especially those in need. This is achieved primarily by distributing surplus food collected from supermarkets in Highworth and the neighbouring area over the four days prior to the weekly larder, which is held in a room provided cost-free at Westrop Junior School on Tuesday mornings.

The larder operates every week including during the school holidays, but not during the Christmas and New Year holiday weeks; access to the larder is open to all, with no referral necessary. Additionally, food is donated from time to time by local organisations and by supporters with a surplus from their garden or allotment. Occasional purchases are also made for distribution, e.g. at Christmas. Arrangements are in place to pass on perishable items from collections that cannot be distributed through the weekly larder; as a last resort, fruit and vegetables are composted. Surplus non-perishable items from weekly collections are stored for distribution at future larders. During 2025 the larder received a total of 4,731 visitors and distributed a total of 16,464kg on the fifty occasions it was open.

Collectors are asked to make a note of and reject any food offered by supermarkets which is past its *Use By* date or will be by the date of the next larder; food past its *Best Before* date is made available at the larder. A notice is displayed at the Larder alerting visitors that all items offered and specifically items beyond their *Best Before* date are taken at their discretion and a further notice flags up the possibility of allergens in the items offered. Another poster which specifically alerts the potential use of allergenic ingredients in non-packaged bakery products and the possibility of cross-contamination between loose bakery products is displayed by the table in the larder where these products are offered.

Also during 2025, a second activity was started: hosting a monthly drop-in café held on a Wednesday morning in the Town Council meeting room in the centre of Highworth; again, the room is provided without cost.

The above activities are carried out by the six trustees of HCL and currently thirty volunteer helpers.

Financial Report

HCL's activities rely on collected / donated items and voluntary help. Grants are used to fund specific items required to facilitate operation of the larder, while cash donations are received from time to time, including from visitors to both the larder and the café.

The main items of income and expenditure during 2025 and the funds held by HCL on 31st December 2025 were as follows:

<i>Brought Forward 01/01/25</i>		£1,445
<i>Income</i>	<i>Grants</i>	£3,325
	<i>Donations</i>	£584
<i>Total Income In Year</i>		£3,909
<i>Expenditure</i>	<i>Fridge/Freezers</i>	£1,023
	<i>Storage Shed</i>	£110
	<i>Hi-Vis Vests</i>	£166
	<i>Trolleys / Collection Bags</i>	£230
	<i>Special Occasion Purchases</i>	£194
	<i>Insurance</i>	£101
	<i>Other Misc Expenditure</i>	£215
<i>Total Expenditure In Year</i>		£2,039
<i>Surplus for year</i>		£1,870
<i>Carried Forward 31/12/25</i>		£3,315
	<i>Restricted Funds</i>	£963
	<i>Unrestricted funds</i>	£2,352
		£3,315

Apart from a very small cash balance, HCL's monies are held in an account with Metro Bank; the nature of HCL's operations and level of funds in hand mean that neither a financial reserves policy nor investments need to be considered by the Trustees either now or for the foreseeable future..

All disbursements are approved by the Treasurer and another officer, usually the Chair. Volunteer collectors can claim mileage expenses for their pick-up journeys; most choose not to do so. No other payments are made to volunteers, or to Trustees other than to reimburse agreed expenditure on items to facilitate HCL's activities.

A report from the Treasurer on HCL's finances is submitted and discussed as necessary at the regular Trustee meetings.

Governance

Governance of HCL is the responsibility of the Trustee Board, which comprises the Chair (who is also the Safeguarding Lead), Vice Chair, Secretary, Treasurer and two other Trustees. The Board meets as deemed necessary, usually at intervals of 6-8 weeks. A total of nine Trustee meetings were held during 2025.

Since the beginning of 2025:

- Role descriptions and/or guidance notes have been agreed and circulated as appropriate to those who act as larder lead, larder helpers and café lead or who undertake supermarket collections
- Policies for Data Protection and Information Security and Safeguarding have been agreed; the Larder and Café Leads have been asked to report any significant incidents that may occur to the Safeguarding Lead and a log for such incidents has been established.
- Other governance policies are in place in accordance with the Charity Commission guidelines.

All the above documents will be reviewed annually.

To comply with the requirements of Westrop School, all Trustees and Volunteers who are involved with the running of the weekly larder in the school have completed standard DBS checks.

The Trustee Board has reviewed the Charity Commission's guidance for making this return and does not believe that any further policies or procedures are currently required for HCL's activities.



Alison Durrant, Chair of Trustees

11th March 2026



Charity Name

Highworth Community Larder

No (if any)

1211437

Receipts and payments accounts

CC16a

For the period
fromPeriod start date
17/12/2024

To

Period end date
31/12/2025

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 £	Last year to the nearest £
A1 Receipts					
Balance b/f			-	-	-
Grants	1,000	2,325	-	3,325	-
Donations	584	-	-	584	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,584	2,325	-	3,909	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,584	2,325	-	3,909	-
A3 Payments					
Fridge/Freezers	-	1,023	-	1,023	-
Storage Shed	-	110	-	110	-
Hi-Vis Vests	166	-	-	166	-
Trolleys / Collection Bags	-	230	-	230	-
Special Occasion Purchases	194	-	-	194	-
Insurance	101	-	-	101	-
Trustee Expenses	-	-	-	-	-
Other Misc Expenditure	215	-	-	215	-
	-	-	-	-	-
Sub total	677	1,362	-	2,039	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	677	1,362	-	2,039	-
Net of receipts/(payments)	907	963	-	1,870	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,445	-	-	1,445	-
Cash funds this year end	2,352	963	-	3,315	-

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	Bank	2,145	963	-
	Cash	206	-	-
		-	-	-
	Total cash funds	2,352	963	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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	
		Alison Durrant	11-Mar-2026	
		Rosemary Crampton	11-Mar-2026	