



Keeping the heart in the Community

Trustees Annual Report and Receipts and Payments Accounts
for the year ended 31 March 2021

Scottish Charity No. SC047269

Brechin Community Pantry

Legal and administrative information

Charity Name Brechin Community Pantry (SCIO)

Charity Registration Number SC047269

Contact Address Bareyards
Menmuir
Brechin
Angus
DD9 7RP

Premises Address 7 Swan Street
Brechin
Angus
DD9 6EE

Charity Trustees

(resigned 3 March 2022)
(resigned 3 March 2022)

(resigned 29 April 2022)
(resigned 31 May 2021)
(resigned 12 December 2019)

(resigned 12 December 2019)

Principle Office Bearers
Chairperson
Treasurer
Secretary

Independent Examiner

MMG Chartered Accountants
78 - 84 Bell Street
Dundee
DD1 1RQ

Bankers

Bank of Scotland
The Direct Business (802260)
PO BOX 1000
BX2 1LB

Brechin Community Pantry

Trustees Annual Report for the year ended 31 March 2021

Structure, Governance and Management

The Charity operates under a two-tier constitution as a Scottish Charitable Incorporated Organisation.

Recruitment and Appointment of Trustees

All Volunteers of the Charity are recorded as Members and all Trustees are voted onto the Board of the Charity. Trustees are chosen from the membership who have the appropriate gifts and skills.

Charitable Purposes

The organisation's five main purposes are:

- the prevention or relief of Poverty
- the advancement of Education
- the advancement of Health
- the advancement of Community Development
- the relief of those in need by reason of Financial Hardship

Summary of the main Activities and Achievements of the Charity

Background; Brechin Community Pantry was formed in late 2016 after a small group of local community representatives, made up of councilors, churches, schools and support groups to support a desperate need. Brechin is the town in Angus with the largest number of individuals and families in abject poverty as detailed in Angus Council SMID Report.

Charity Status; we applied for Charity Status and this was granted on 22 March 2017, this then allowed us to approach Angus Council for suitable premises to operate from as a total non-political and non-religious organization.

New Premises: Angus Council offered a lease on a shop in the centre of Brechin at 7, Swan Street, and allocated monies to carry out an internal refurbishment to meet our service needs. We were involved with the Council officers on the layout, facilities and finishes, giving a reception and meeting area, main operating area with separate food storage and clothing area, small kitchen and disabled toilet.

Our proposal for Swan Street was for a warm, welcoming, calm and safe environment for our clients, the community, our volunteers and trustees to operate from, this has been achieved with the wonderful refurbishment.

Operation: The Pantry is open three days per week, on Monday, Wednesday and Friday from 10am till 4.00pm for clients to collect food parcels, which include toiletries and household items, children's clothing and school uniforms or just drop in for a drink and a chat. We rely almost totally on donations of food, toiletries, household items and children's clothing, modelled on the community supporting the community.

We are different to other foodbanks in that we do not operate a voucher service but by recommendation from any agency and from the community. We do not like to be referred to as a foodbank, more of a community service because we offer much more.

Clients visiting the Pantry complete on their first visit a client registration form with the basic information of address, contact details, landlord/ housing details, cooking facilities, benefit details if applicable and reason for the first visit. All information is placed in a confidential client file and no information is stored electronically. Clients are welcomed at the front part of the Pantry offered a drink whilst the file is found or opened and then taken through to the rear area to issue the food parcel. We give clients a choice from a suggested meal list that provides food for breakfast, lunch and evening meal, plus additional items such as fruit, vegetables and other perishable goods. We issue two days' supply on Monday and Wednesday and for three days on Friday, clients can return on the next open day if there is still a need. Food, together with toiletries and household goods issued are recorded on a pick sheet and a note is added to client information sheet on their current circumstances, these are then attached to the

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Brechin Community Pantry

Trustees Annual Report for the year ended 31 March 2021

Summary of the main Activities and Achievements of the Charity (cont)

We have found that by treating clients with respect and a nonjudgement approach we can build up a relationship and we are able to signpost them to other agencies to seek help for their individual need or problem.

Universal Credit: From November 2017 Angus was one of the pilot schemes for the roll out of Universal Credit to replace existing benefits. We continue to help those who were transferred to this new benefit and the problems of clients waiting six weeks or more for payments and all the associated debt problems. The Pantry's policy is not to give out any financial help but to help with budgeting if required.

Signposting: Many of our clients need assistance with budgeting, benefits knowledge, computer access, health and well-being issues. With the various skill sets within our Volunteers and Trustees, this year we have been able to assist clients on these various issues and point them in the correct direction for further and official direction.

Food Share: We continue to benefit from food share operated by the local Tesco store, which provided the Pantry with on date or short date food items that would normally be disposed of, this both saves waste and supports our clients. This year we have also been accepted through Neighbourly program to benefit from the Fresh Produce which is on date or short date from the local Lidl store. This has been a great help in promoting health eating and saves our tinned and packet food items. The Co-op accepted us as a Food Share partner in October 2019 and this has contributed to the supply of fresh and chilled produce, including raw meats and poultry. This has enabled us to keep a rotational stock in our freezers.

Christmas: For Christmas 2020 we experienced wonderful generosity from both the community, churches, schools, youth organisation's, local emergency service units and stores with seasonal items that enabled us to give our clients a little bit extra for Christmas.

Brechin Community Christmas Day Lunch: We were approached by a few local volunteers in assisting with the Christmas Day lunch for folks on their own and for those not able to afford to celebrate Christmas day. We assisted by being the central point for booking forms and holding food items donated in our fridges and freezers. This was a great success with nearly 50 people including families attending. We have agreed to continue our support for this event each year as we are able.

What we have achieved: At the end of March 2021 we had we had seen an increase in registrations and with the impact of Covid-19 we saw the numbers dramatically increase as we began to support the Angus Council Impact team deliver to the vulnerable, elderly and families across Brechin District and Montrose. The Numbers of persons registered was 3051 numbers of 3-day parcels issued was 13220 and the total number of meals provided within these parcels was 46270.

Holiday Poverty. In April 2020 we provided a breakfast, lunch and snack service to the various activities and club throughout the holidays. The number of Children provided with meals, hot and packed lunch style was 354. The number of adults of these families were This initiative was funded by the YPI money from Mearns Academy YPI competition.

Throughout the summer we continued to deliver a packed lunch service to the Angus communities' teams activity program. The uptake over the 6 weeks was 482 packed lunches.

We have seen the development of several our individual volunteers become more confident in dealings with all, giving something back and assisting them to get back to employment. With the local Communities Team from Angus Council we delivered SQA qualification in volunteering to 20 individuals. Due to Covid-19 this has been put on hold for the time being.

Brechin Community Pantry

Trustees Annual Report for the year ended 31 March 2021

Summary of the main Activities and Achievements of the Charity (cont)

Period Poverty: We are now in receipt of sanitary goods to issue as required to our clients. This is a Scottish backed initiative and the products are supplied directly from Fare share in Dundee.

Independent Food Aid Network (IFAN): The Pantry is a member of this organization, who reports to the Scottish Government on the work provided by Independent Food Banks/ Pantry's such as us. We supply them with an anonymous data analysis based on usage of the Pantry. These figures breakdown information such as numbers children, Housing demographic, which benefits are being claimed by our clients and general reporting of our work. This information is gathered then published; the next reporting period will be April 2020.

Our Vision: Is still to promote healthy eating by issuing as much fruit and vegetables as possible, to give simple recipes for basic soups and meals and in the long term a premises to enable us to teach people how to cook simple and economical meals.

Forge more links with all other community groups and agencies.

Continue to work with the Angus Council Communities Team and local Social Service Agencies. To enlarge our donations from Food Share via other Supermarkets in our area and to maintain a presence on social media to engage people in the community to share our work.

Community Clothes Bank: We secured the lease from Angus Council for 50/50A High Street, Brechin in October 2019 for use as a clothes bank. Donations have been huge and a lot of work has gone into the management and set up of this service. However due to Covid-19 this project had to be halted. We continued to supply clothes to our clients if needed, however due to low take up and the pandemic we made the decision in April 2020 to donate all of the clothing to other agencies.

The National Lottery Grant received in April 2020 of £10,000, was for running cost for both of our sites and to provide a small interview room at 7 Swan Street. With advent of Covid19, agreement was made with the National Lottery that we would convert 50A High Street to a Resource Centre.

The Store at 50A was converted for use of Food Hub to serve North Angus and Mearns where we received food and supplies from the Scottish Government and Supermarkets through Food Share to supply foodbanks and agencies as well as the Pantry. We had a lot of help from Angus Council with the donation of two large commercial refrigerators and freezers, plus their communities team. This enable us to distribute ambient, chilled and frozen food under this initiative.

2020/1 has been a successful year in continuing to forge relationships with other agencies such as community mental health, housing, social services, justice team, DWP and drugs and alcohol. Post Covid, we are still working with Angus Council and Volunteer Action Angus with support with food parcels. We are continuing to review the need and develop with our partners the needs of the community.

Financial Review

The principle source of income is in the form of donations, grants and vouchers together by a generous Community. Our main expenditure is for the running costs for our two buildings, establishment costs, plus supplementary costs for food items, toiletries and household products.

Reserve Policy

It is the Trustees policy to prepare a budget at the beginning of each financial year, for both income and expenditure based on the previous year's running costs and provide fundraising targets.

The Charity's Bank Account shall be maintained at a minimum of £2,500 in credit and the Cash Box at a minimum of £100 available, plus other specific project based cash boxes of £100 to £500 as deemed required. All of these limits are to be reviewed annually.


Brechin Community Pantry


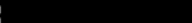
Trustees Annual Report for the year ended 31 March 2021

Statement of Trustees' Responsibilities

The Trustees of the Charity must ensure the preparation of financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The Trustees are responsible for keeping proper accounting records which, on request must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf


Chairperson: ~~Kathy Calderwood~~
Date: 08/06/2023


Treasurer: 
Date: 08/06/2023.

Brechin Community Pantry

Report of the Independent Examiner for the year ended 31 March 2021

I report on the accounts of the charity for the year ended 31st March 2021 which are set out on pages 8 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) .

The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my

Basis of independent examiner's statement


My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view

Independent examiner's statement

In the course of my examination , no matter has come to my attention.

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached .




MMG Chartered Accountants
78 - 84 Bell Street
Dundee
DD1 1RQ

Date :

Brechin Community Pantry
Year ended 31 March 2021

Receipts and Payments Account

			Unrestricted Total 2021 £	Unrestricted Total 2020 £
<u>Receipts</u>	Note			
Donations	2		14,383	6,551
Fundraising activities			-	19
Grants	3		24,214	50
Other charitable activities			-	6,000
<u>Total Receipts</u>			<u>38,597</u>	<u>12,620</u>
<u>Payments</u>				
Cost of Raising funds	4		34	-
Charitable activities	4		24,275	11,038
Other payments			-	4,547
Governance costs			-	100
<u>Total Payments</u>			<u>24,309</u>	<u>15,685</u>
Surplus / (deficit) for the year			<u>14,288</u>	<u>(3,065)</u>

The Notes on pages 9 to 10 form an integral part of these accounts.

Brechin Community Pantry
Year ended 31 March 2021

Statement of Balances

	Unrestricted Total 2021 £	Unrestricted Total 2020 £
Bank & Deposit Balances		
Bank & deposit balances brought forward	3,058	6,123
Movement in year:		
Surplus / (deficit) for the year	14,288	(3,065)
Bank & deposit balances carried forward	<u>17,346</u>	<u>3,058</u>

Assets

Fixed Assets	<u>9,112</u>	<u>7,500</u>
	<u>9,112</u>	<u>7,500</u>

Liabilities

Examiner's fee	<u>1,200</u>	<u>-</u>
	<u>1,200</u>	<u>-</u>

The financial statements were approved by the Trustees on 08 JUNE 2023 and signed on their behalf by:





Brechin Community Pantry

Year ended 31 March 2021

Notes to the Accounts

1 Trustee Remuneration and Related Party Transactions

No remuneration or expenses were paid to any trustees during the last two years.

There are no employees.

An Honorarium was paid to Keneth MacIndoe, Trustee, for all his hard work with the website, marketing, graphic design and corporate image of £500 last year. Nothing was paid out in the current year.

2 Donations

	2021 £	2020 £
Unrestricted funds		
General donations	14,383	6,551
	<u>14,383</u>	<u>6,551</u>

3 Grants

Unrestricted funds		
Lottery grant	10,000	-
IFAN C19 grant	1,100	50
Foundation Scotland	6,670	-
Weir Charitable Trust	3,944	
Duke of Fife	2,500	-
	<u>24,214</u>	<u>50</u>

Brechin Community Pantry**Year ended 31 March 2021****Notes to the Accounts (continued)**

	2021	2020
	£	£
4 Analysis of Payments		
Cost of Raising funds		
Paypal fees	34	-
Charitable activities		
Rent and rates	233	1
Insurance	434	325
Telephone / internet	1,421	572
Heat and light	1,626	1,420
Food	7,267	4,813
Toiletries	247	343
Building maintenance	5,729	1,162
Cleaning	420	-
Printing	-	696
Volunteer expenses	730	-
Travel expenses	55	-
Miscellaneous expenses	699	1,206
Small grants	5,414	-
Honorarium	-	500
	<u>24,275</u>	<u>11,038</u>
Governance costs		
Independent examiner's fee	-	100
	<u>24,309</u>	<u>11,138</u>

5 Donated goods

The Trustees estimate that the value of the items that are donated from local individuals, schools, Churches, stores, businesses and other community groups are as follows:

	2021	2020
	£	£
Food, toiletries and household items	53,000	36,000
Children's clothing	-	3,000
Other items such as furniture, fridge freezers etc	4,000	1,000
Food parcels	69,405	45,360