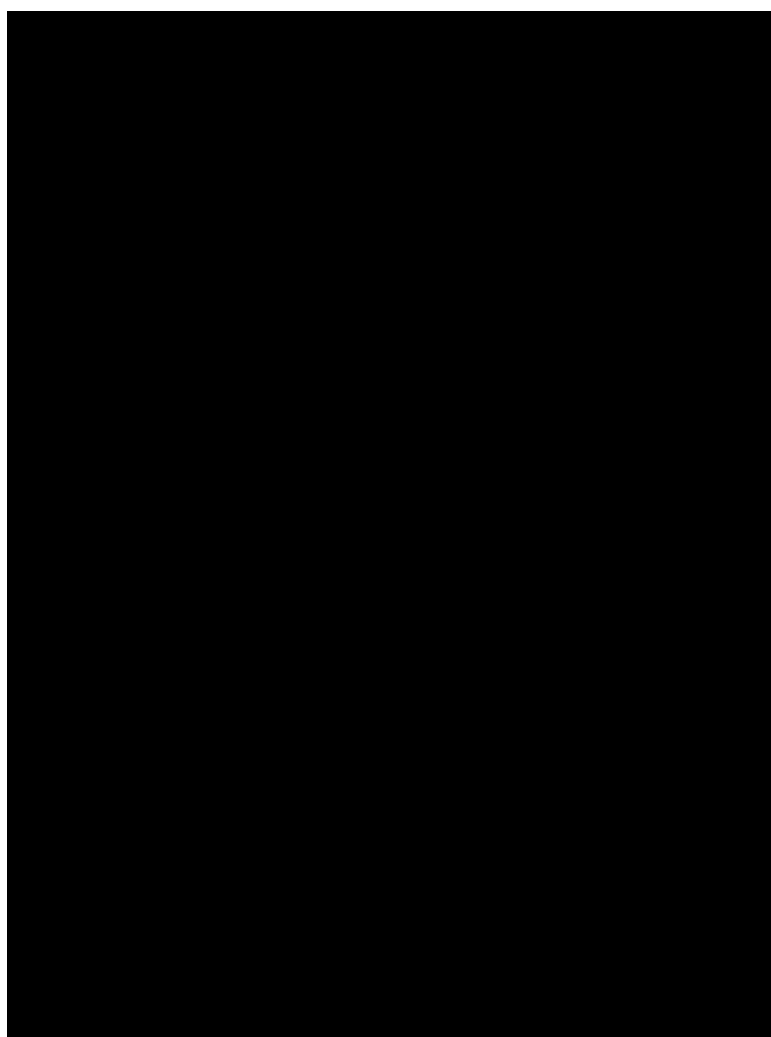


# **Our Community Kitchen**

## **Trustees' Annual Report**

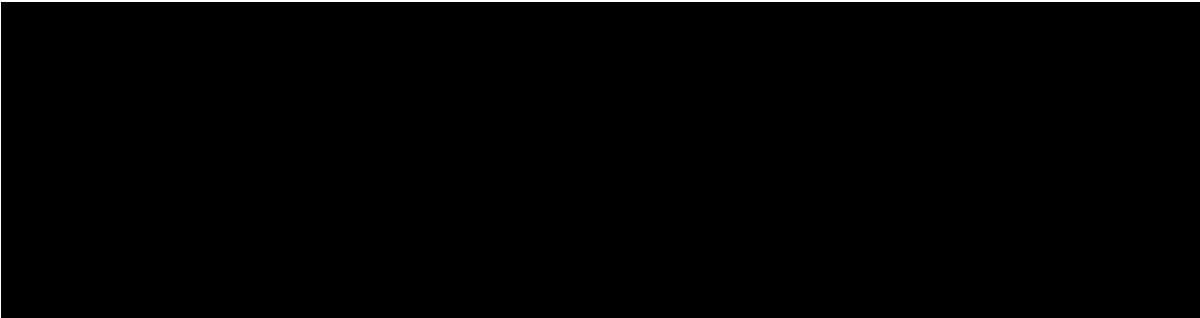
### **From 1 August 2023 to 31 July 2024**



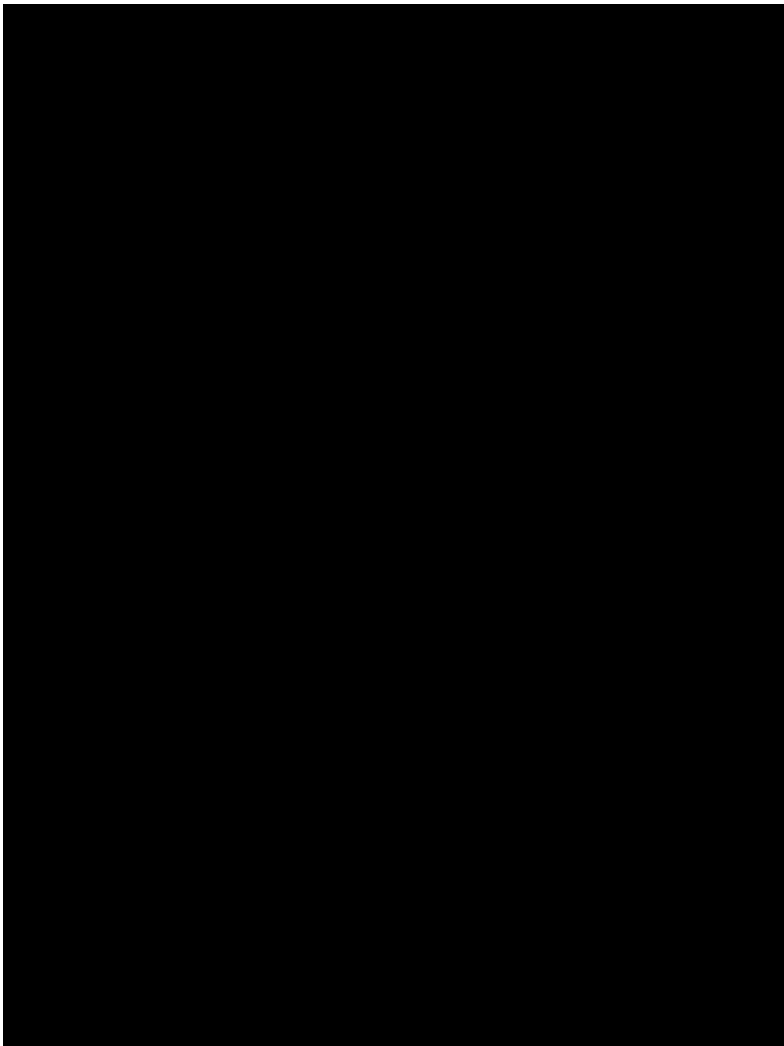
# Charity Contact Information

Our Community Kitchen (OCK)

Scottish Charity Number: SC048677



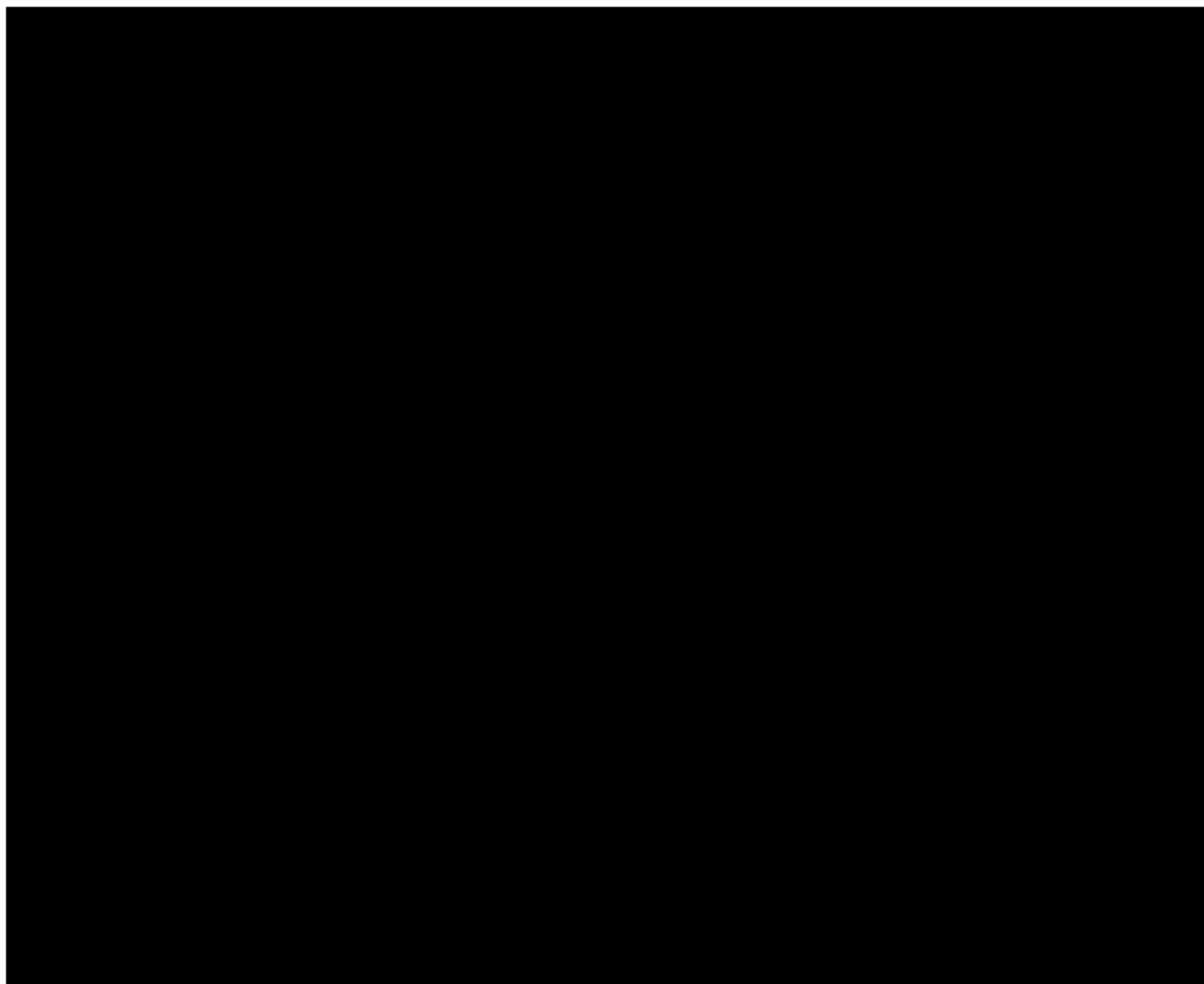
Facebook: [Our Community Kitchen East Lothian](#)



## Charity Trustees

The Trustees detailed below were appointed or re-appointed within the appropriate governance outlined in the organisation's constitution and ratified at the AGM held 17 February 2025.

Note: During this reporting period Betsy Fowler became a Trustee in July 2024 and resigned, which was accepted by the Board of Trustees (effective from 3 February 2025).



██████ uncompromising determination to meet our local community needs resulted in the inception of OCK in 2018. Her dedication and relentless commitment enabled the organisation to grow and expand continuously (further reducing isolation and loneliness year after year (currently >140 vulnerable/isolated participants attend OCK per week for food, friendship, and activities)).

██████ was instrumental in establishing two community gardens (one at Meadowpark School for Autism and Tynebank Resource Centre for people with complex needs). These community resources and utilised significantly by the community and participants of both organisations.

██████ exceptional at motivating staff and volunteers culminating in a pool of fifty with a diverse range of skills/experience to continually enhance the services provided. ██████ tenacity to ensure the success of OCK and meet our community needs resulted in her raising £40k in the first, which increased annually, to a phenomenal £216,939 in 2024.

## OCK Objectives and Activities

### Purpose

The relief of those in need by reason of age, ill-health, disability, financial hardship, or other disadvantage by creating a safe, supporting and welcoming environment, providing nutritious food, participation in various activities and offering opportunities for friendship to develop thereby reducing isolation.

The organisation's purposes are:

The relief of those in need by reason of age, ill-health, disability, financial hardship, or other disadvantage by creating a safe, supporting and welcoming environment, providing hearty food, offering opportunities to connect by bringing people together thereby reducing isolation, and offering a range of social activities.

The provision of recreational facilities, or the organisations of recreational activities with the object of improving the conditions of life for the intended beneficiaries but not limited to board games, bingo, singing, dancing, talks from invited speakers and outings.

Provision of therapeutic, learning experiences within local community gardens which are accessible to all, with a focus on delivery of intergenerational projects which make a positive difference in the lives of participants of all ages. This will be delivered through the Our Community Garden (OCG) project.

### What We Do

In addition to providing nutritious food, OCK provides recreational facilities, or the organisation of recreational activities with the object of improving the physical and mental health for the intended beneficiaries through a variety of activities and events.

Our Community Garden (OCG) is a branch of OCK whose mission is to establish community gardens that are 'accessible to all.' Its purpose is to bring people of all ages and abilities together to plant, grow and cook food and enabling friendships to form.

OCK creates a "positive difference" for those within the local community by providing a therapeutic and learning resource. A key aspect of OCG is to deliver intergenerational projects and initiatives that bring children and adults in the local community together for the benefit of everyone involved.

### Who We Help

OCK operates an inclusive policy and consequently is open to all members of the local community. We are committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. In addition, we will apply equal opportunities policies that are fair, equitable and consistent with skills and abilities.

## Liability of Charity Trustees

The Charity Trustees of OCK (in their capacity as members - see clause 11) have no liability to pay any sums to help to meet the debts (or other liabilities) of the organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the Charity Trustees will not be held responsible.

The Charity Trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

## General Structure

The structure of the organisation consists of the BOARD who hold regular meetings and control the activities of the organisation; for example, the Board is responsible for monitoring and controlling the financial position of the organisation. The Board appoints Charity Trustees to fill vacancies, and the people serving on the Board (in their capacity as members of the organisation) have power to amend the Constitution itself.

Under the Constitution, no-one can be a member unless he/she is also a Charity Trustee of the organisation. The Charities and Trustee Investment (Scotland) Act 2005 requires certain decisions to be taken by the Charity Trustees in their capacity as members of the organisation.

## Board

The maximum number of Charity Trustees is five and the minimum number of Charity Trustees is three. The Trustees have the power to co-opt trustees with specific skills for a set period e.g. Surveyor or Engineer to support a building project. A person will not be eligible for election or appointment to the Board if he/she is disqualified from being a Charity Trustee under the Charities and Trustee Investment (Scotland) Act 2005 or an employee of the organisation

## Appointment/Retiral of Trustees

The Board may at any time appoint any person to be a Charity Trustee - by way of a resolution passed by a majority vote at a Board meeting, subject to a maximum of 7 Trustees. All Trustees will be in place until the next AGM following their appointment where they can stand to be re-elected until the following AGM.

## OCK Main Activities



Our Community Kitchen exists to reduce social isolation across the local community for people of all ages and abilities by bringing people together to eat nutritious food, participate in activities and social events which enable friendships to form.

OCK was established following analysis of extensive research conducted by our Founder, to identify the needs of the local community and it was evident that many of the people in the local community were suffering from isolation or loneliness which was a contributory factor to a variety of health issues.

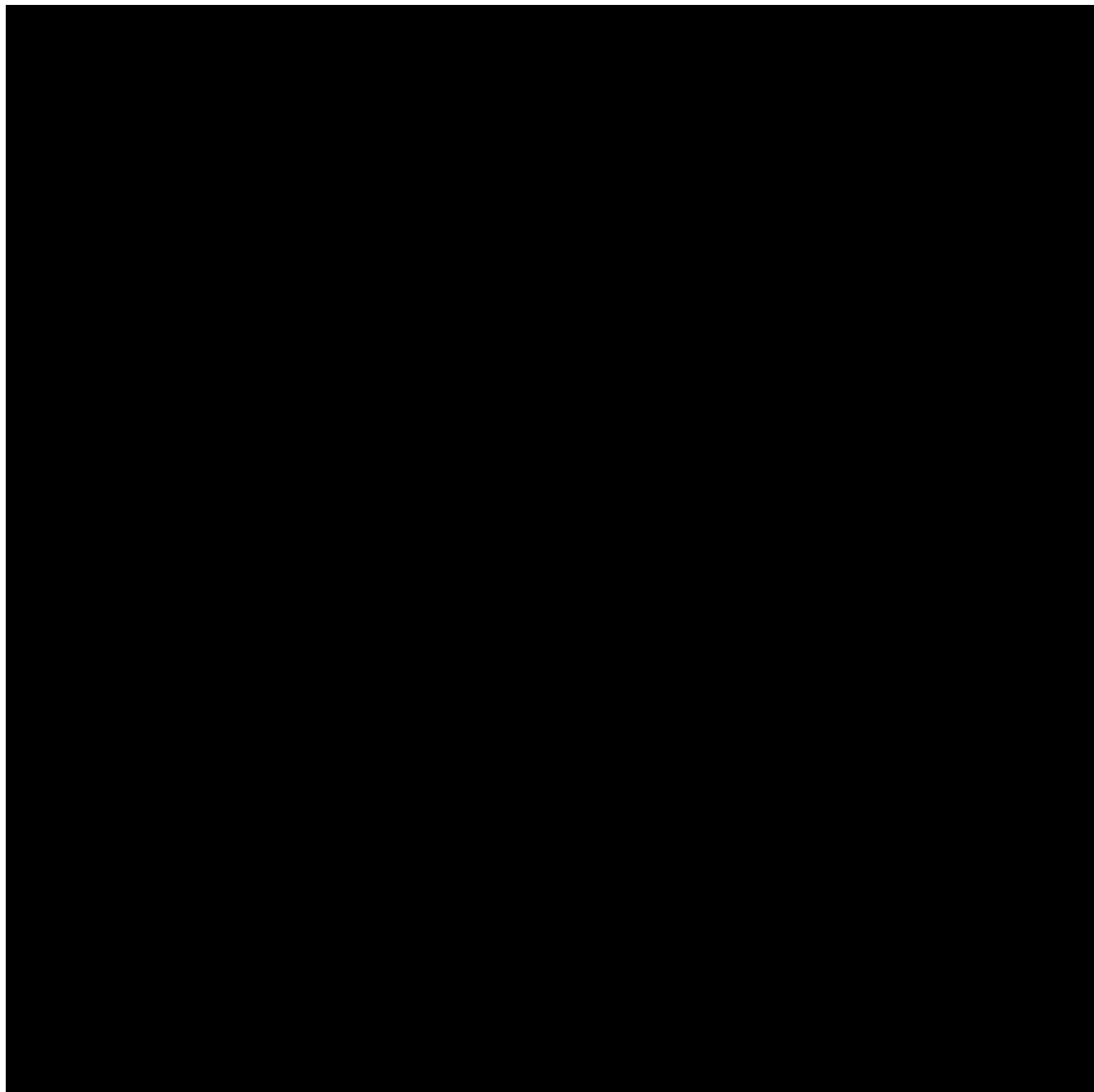
Preliminary funding was granted by the Big Lottery and OCK commenced with bringing people in our local community together to enjoy healthy and nutritious food. Since its inception, OCK has continued to mature and development on an incremental basis with participants enjoying food, partaking in activities/exercises, and stimulating interaction resulting in an increase in their physical and mental health.

OCK is at the heart of our local community and is widely supported by residents, businesses, and other charitable organisations.

## OCK Social Activities



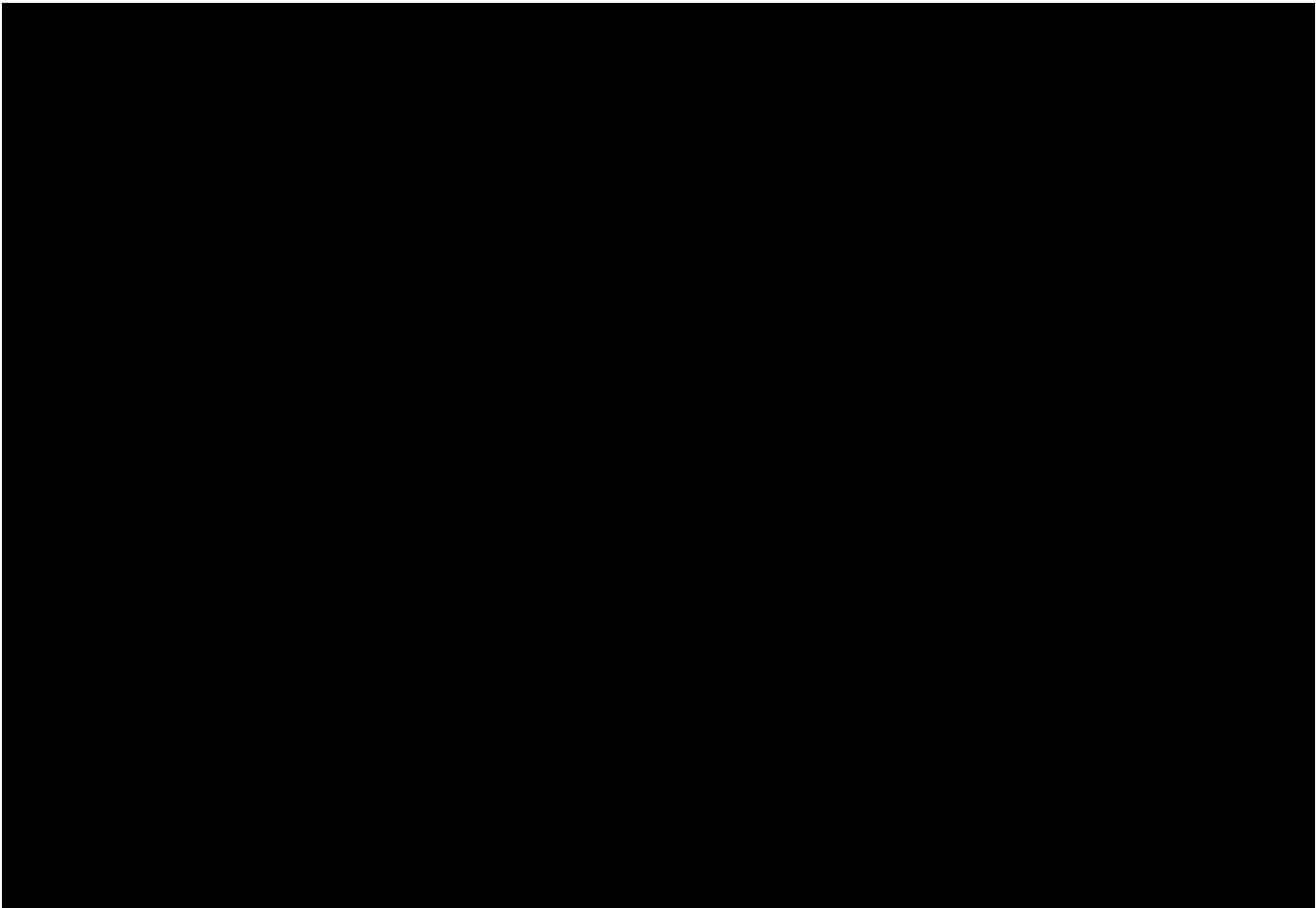
OCK has an innovative and experienced Activities Co-ordinator to organise and accompany participants on day trips, develop, and organise a varied programme of after lunch activities, walking & outdoor activities, and day trips. The Co-ordinator also actively promotes OCK within the local community to attract additional participants who would benefit from nutritional food, social activities, and companionship.



Our Garden Activities



Our Community Garden (OCG) was established under the OCK umbrella with the sole purpose to create community gardens that are ‘accessible to all’ to reduce isolation and loneliness within the local community. It generates a “positive difference” for our community by providing an accessible, therapeutic, and learning resource.



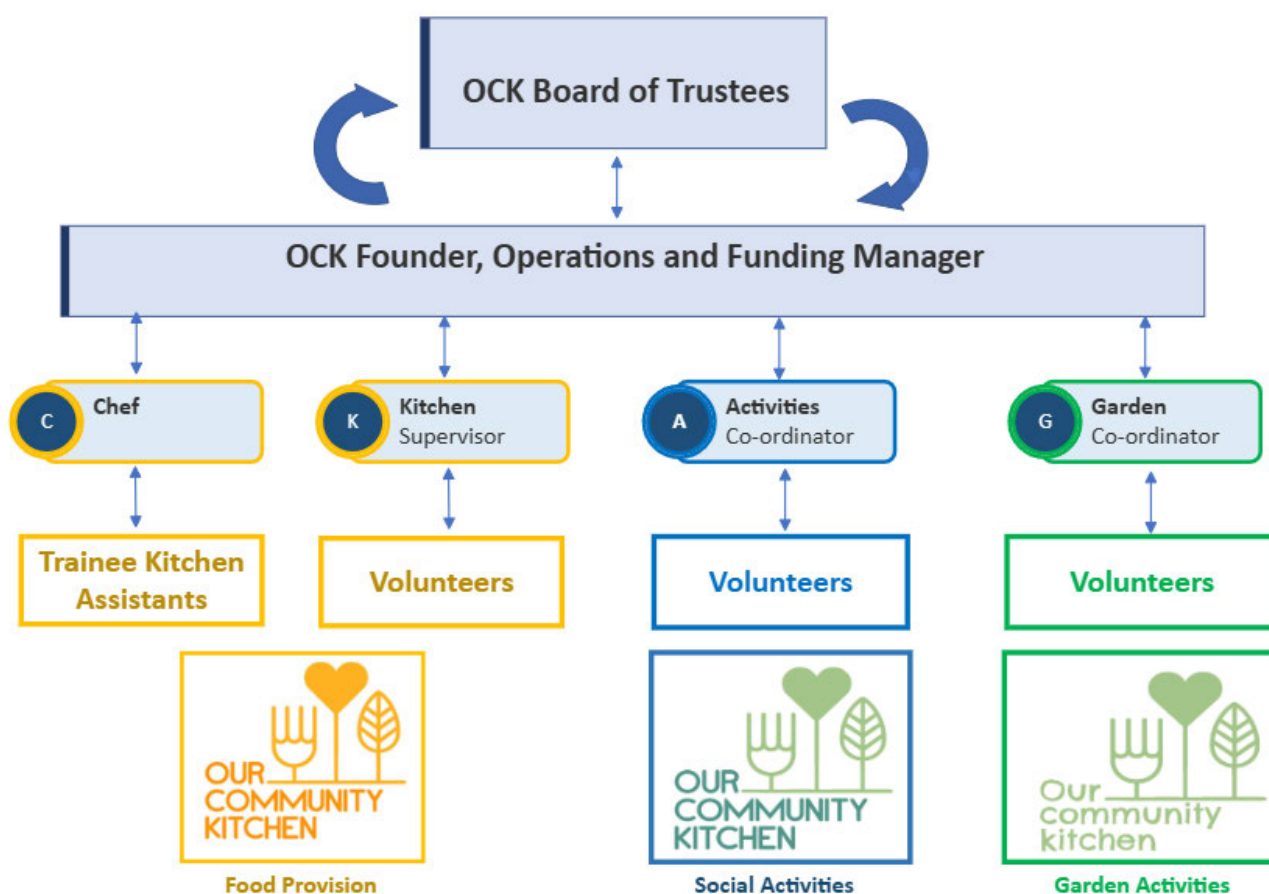


## Structure, Governance and Management

OCK is a registered Scottish Charitable Incorporated Organisation (SCIO) and operates under a formal Constitution (amended and ratified by the Charity Trustees at the organisation's AGM held on 17 February 2025).

OCK's Constitution sets out its purpose, structure, administrative procedures and describes how it will operate. The trustees have responsibility to ensure that OCK complies with its Constitution and associated policies outlined at the end of this document.

### Our Community Kitchen (OCK) - Organisational Structure Chart



## Trustee recruitment and appointment

The Board may at any time appoint any person to be a Charity Trustee - by way of a resolution passed by majority vote at a Board meeting. OCK has a diverse board with an eclectic amalgamation of skills and experience necessary to achieve the organisation's aims and objectives.

## Achievements and performance

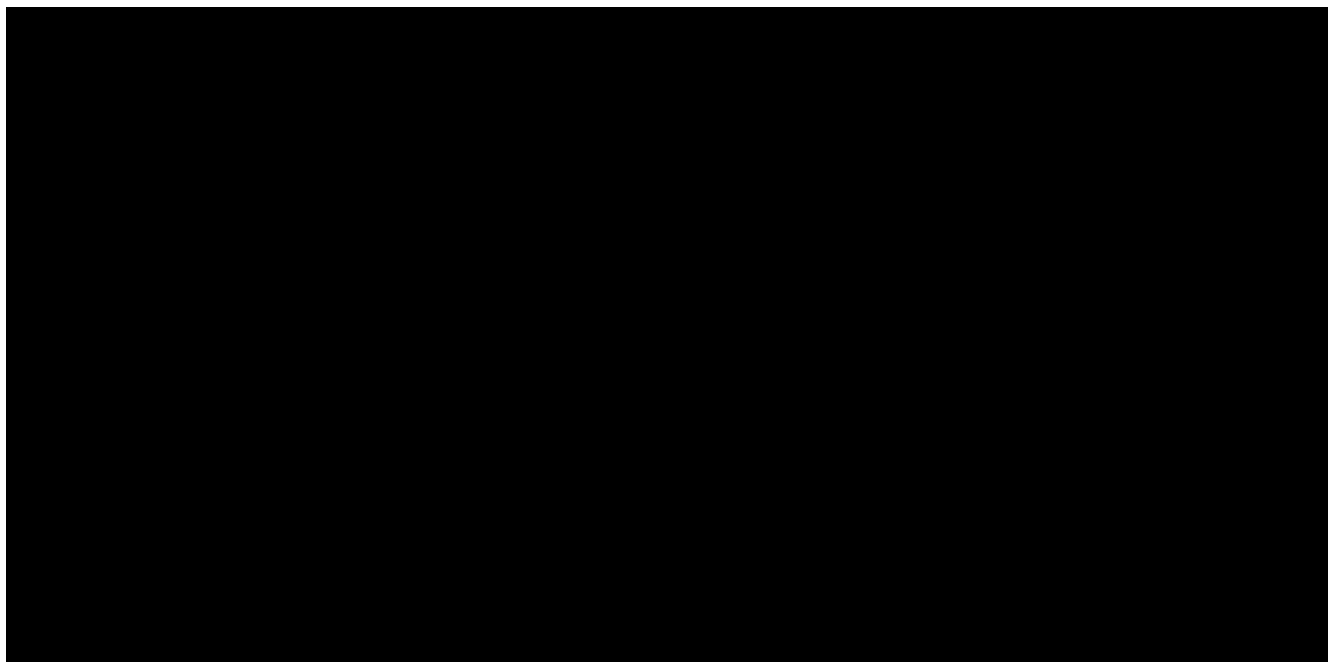
### General

Since its inception in 2018, OCK has continued to grow incrementally. It has been another successful year for OCK in relation to increasing the number of participants attending and enhancing the social, educational, and physical activities offered to our participants with the purpose of reducing isolation and loneliness within our local community.

Our Founder/Manager, staff and volunteers continue to work innovatively and collaboratively to identify new opportunities and initiatives for the ultimate benefit of our participants.

### Notable Highlights

Following consultation with a local primary school we established an Intergenerational Programme. This was a collaborative initiative to bring children and adults in the local community together to participate in a variety of activities for the benefit of everyone involved. The innovative initiative was extremely successful, wonderful friendships developed and has been extended for another year.



In 2023, a joint partnership was established with Tynebank Resource Centre to create another community garden to reduce isolation and loneliness within the local community. Extensive work was conducted by our Garden Co-ordinator, local supporters, and volunteers to transform the widespread and overgrown area into a community resource comprising of an abundance of fruit and vegetables, raised beds (accessible to all for educational and wellbeing sessions) and beautiful creative spaces for the benefit of the local community.

We have further developed partnerships in the local community by providing volunteering opportunities for pupils from our local High School undertaking their Duke of Edinburgh Awards and Meadowpark School for Autism to raise their confidence and self-esteem.

We have maintained and developed our partnership relationships with local businesses in addition to establishing new ones. The development of these local relationships resulted in an increase in participants attending OCK.

Once again, we were successful in securing funding via financial donations from individuals and local businesses, gifts in kind, local and national grants (annual accounts refer).

## Recruitment

- OCK continued to benefit from a significant pool of forty-two volunteers with a diverse range of skills and experience. They are a resolute and invaluable resource who undertake a variety of activities and services within the kitchen/gardens and aligned to our core values.
- The financial equivalent of the volunteer support is £60,952.32 per annum (based on six volunteers each day for four hours @ the basic wage of £12.21 = £293.04. Four days per week = £1,172.16 per week x 52 weeks per year = £60,952.32.).
- We have also benefitted extensively from local businesses and community volunteers supporting us with a variety of activities required to develop and maintain our new community garden.

## Fundraising

Our Fundraising Team, Staff and Volunteers raised funds for OCK by organising or participating in the events below which were a tremendous success.

- Quiz Night
- Community Fun Run
- Halloween Disco
- Three Craft Fairs
- Toby Walk
- Promotional Day at Dunbar Garden Centre
- Bag Packing at Tesco
- Clothes Soiree
- Afternoon Tea
- Half Marathon

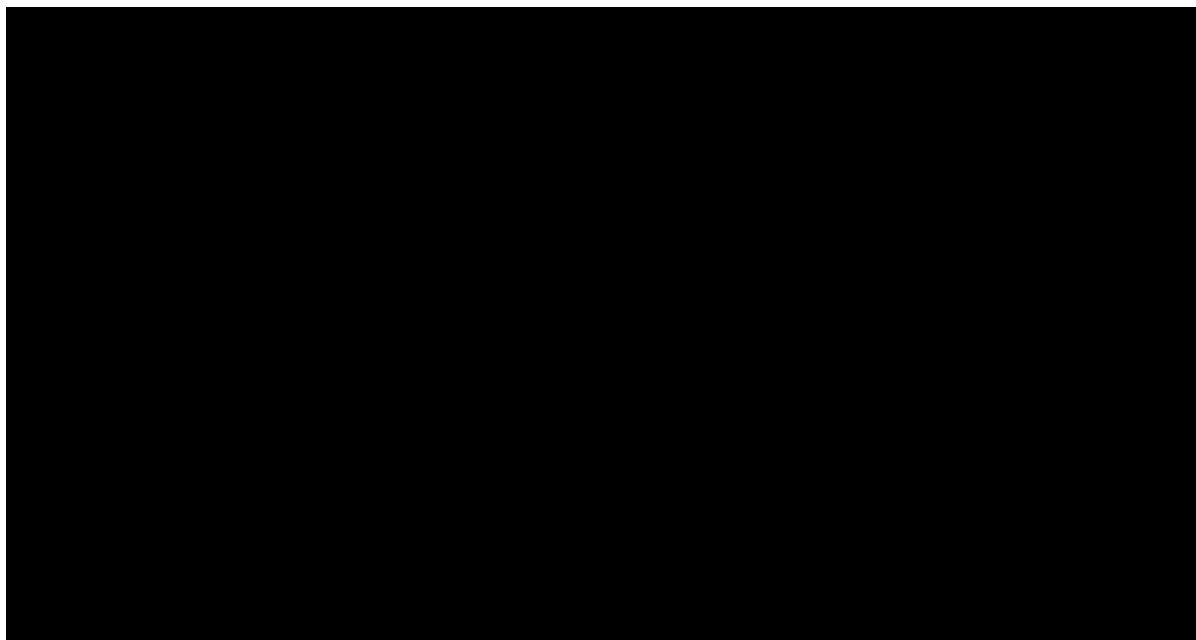
## Our Social Activities

OCK strives to achieve its objective of reducing isolation and loneliness in the local community by providing a diverse range of activities (summarised in the list below and photographs incorporated).

- Quizzes
- Card Making
- Easter Bonnets
- Weaving and Crochet
- Quizzes
- Singalongs
- Sketching
- Exercise and Dance

### Day Trips

- North Berwick Seabird Centre
- Museum of Flight
- Kelpies and Bo'ness Railway
- Botanic Gardens Edinburgh
- Prestongrange Mining Museum
- Ratho Barges
- Collinton Tunnel
- Dobbies Garden Centre
- Wild West Street
- Royal Yacht Britannia
- Soutra Cafe
- Marine Hotel for Afternoon tea



## Our Community Garden Activities

- Second Community Garden Established
- Creation of a wildlife pond
- Developed a mini orchard
- Native planting to attract pollinators
- Installation of a hedgehog house and feeding station
- Installation of a camera trap to capture/share visits from local wildlife

In 2023, a joint partnership was established with Tynebank Resource Centre to create another community garden to reduce isolation and loneliness within the local community.

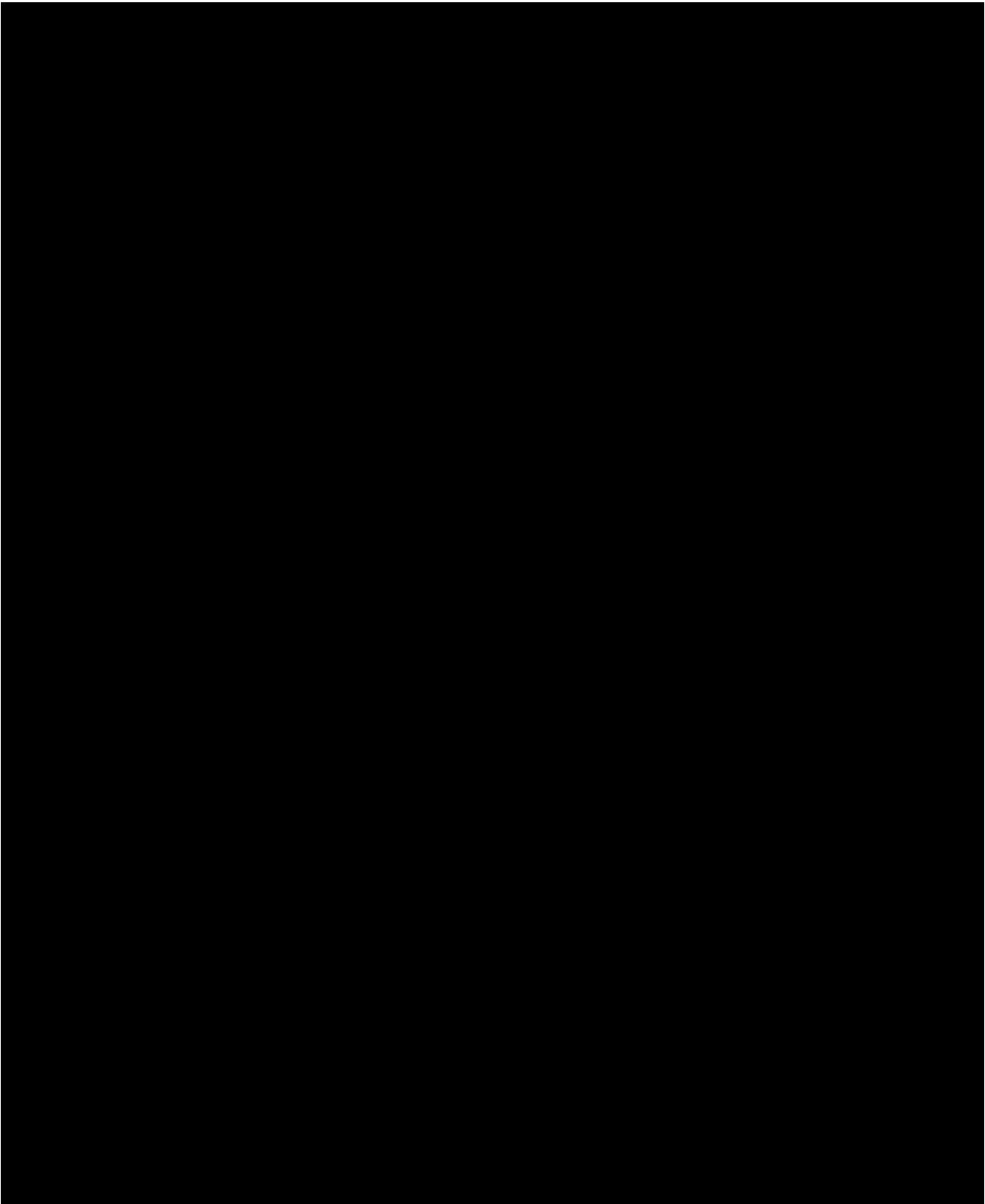
Funds were raised via a grant from Tyne and Esk Rural Development Fund which enabled OCK to clear the overgrown area, install raised beds, a polytunnel and a potting shed. We received a kind donation of a toolshed and second-hand greenhouse which have both been refurbished and widely utilised.

An additional grant from the East Lothian Climate Hub enabled OCK to support and encourage nature in the garden by undertaking some of the activities mentioned above.

This incredible initiative would not have been possible without the valued assistance from our local supporters/businesses and the immense commitment by our wonderful volunteers. Their contributions enable OCK to transform a vacant space into a community resource comprising of an attractive and accessible space which allows us to grow fruit and vegetables, support nature and provide opportunities for people of all ages and abilities to enjoy spending time outdoors to enhance their physical and mental wellbeing.

In addition to the local community utilising the garden attendees at Tynebank Resource Centre for people with complex needs also enjoy the garden. We have three regular small groups from Meadowpark School for Autism who attend for volunteering and educational purposes in addition to a small gardening group from Tynebank Resource Centre.

This successful new initiative has enabled OCK to provide additional opportunities for social interaction with members of the local community to reduce isolation and loneliness.



## Financial review

Overall income increased from £166,539 to £216,939. Overall expenditure increased from £148,857 to £194,072.

## Statement of the charity's policy on reserves

The Trustees believe that it is appropriate for OCK to maintain a level of reserves sufficient to allow it to cope with changes in demand for its activities and to meet any unforeseen expenditure.

The surplus of receipts over payments for the period was £22,867.

Unrestricted Funds of £69,553 and Restricted funds of £147,386.

Funds raised during the year will be spent in furtherance of OCK's objectives over the coming years.

## Donated Facilities and Services

We continue to receive food, commodities, and services from local businesses.

## Future Plans

- Income Generation Initiative to extend the opportunities available to sell our Frozen Food
- Ongoing collaboration with the local school to continue and expand the Intergenerational Initiative.
- To be self-sufficient by growing an abundance of fruit and vegetables needed to supply OCK on a weekly basis.
- Provide further development opportunities for children with autism by offering supervised volunteering roles within OCK.
- Continue to explore opportunities to expand and develop a community well being centre incorporating a variety of community groups.

## Policy Documents

At OCK we provide equal opportunities and are committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We will apply policies that are fair, equitable and consistent with skills and abilities.

We ask our staff, volunteers, and participants to support us in the implementation of these policies to ensure equality of opportunities in addition to other legal, conduct and grievance policies.

A copy of OCK policies detailed below are available on request:

- Confidentiality and non-disclosure
- Equal Opportunities
- First Aid Policy
- GDPR and Privacy Statement
- Home Working
- Participants
- Respect and Dignity
- Safeguarding
- Staff Contract and Policies
- Volunteer Agreement and Policies

## Our Values

At OCK we live by “Our Values” from Volunteers, Staff, & Manager to Board of Trustees.

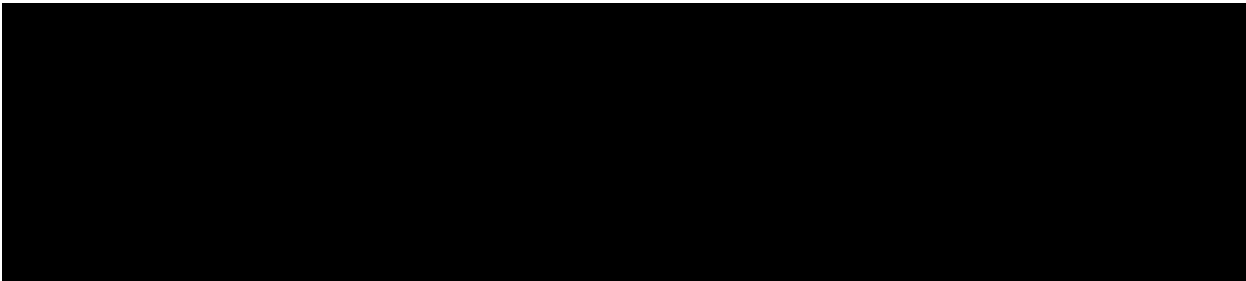
- Patience
- Empathy
- Kindness
- Compassion
- Dependability
- Nurturing



Declaration

I Karen Dick certify that the information provided in this Annual Report is true and complete to the best of my knowledge as Chairperson of Our Community Kitchen (OCK).

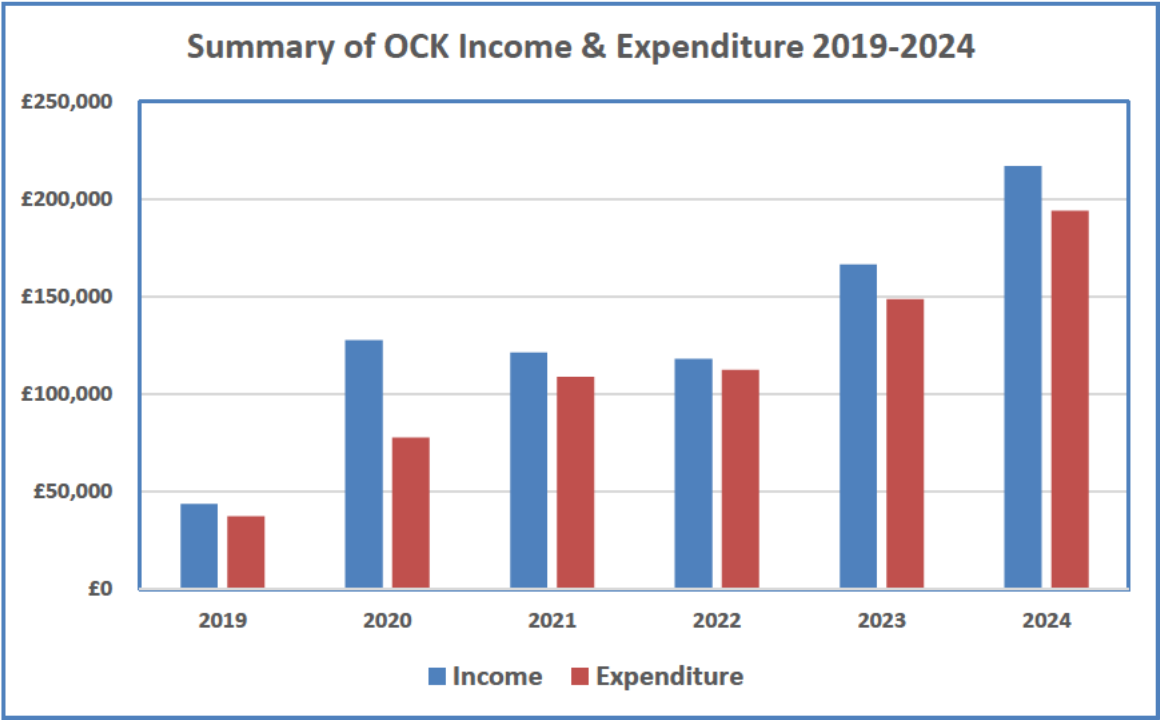
Signed on behalf of the charity trustees:



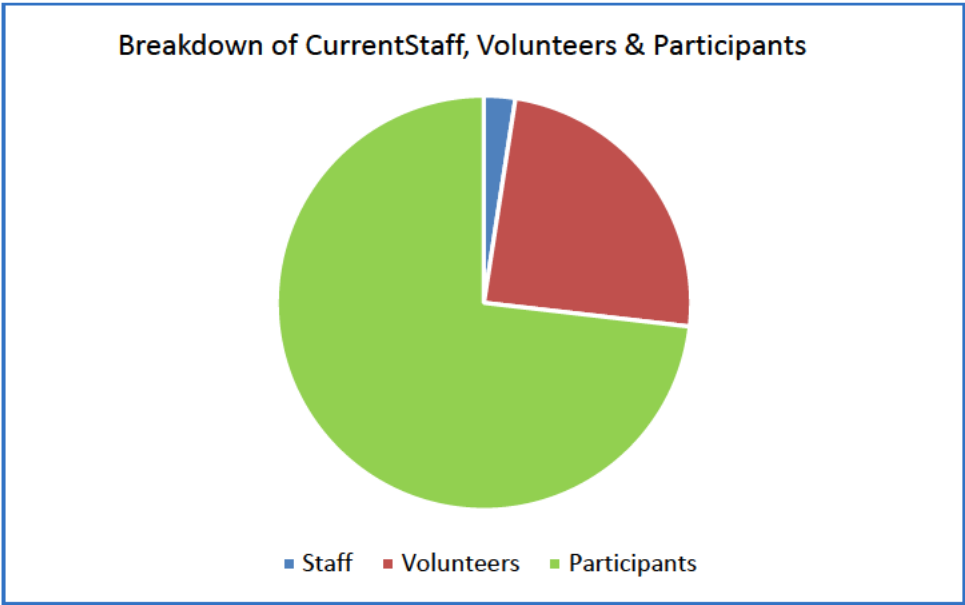
Designation	Chairperson
Date	23 May 2025

Appendix I - Pictorial Analysis of Ongoing Development and Progression of OCK

Summary of Income & Expenditure Since Inception 2018



Summary of Opportunities Created, Staff, Volunteers & Participants (Weekly)



**OUR COMMUNITY KITCHEN**  
**YEAR ENDED 31 JULY 2024**  
**STATEMENT OF RECEIPTS AND PAYMENTS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Incoming resources</b>				
Donations towards meals	21,521		21,521	20,903
National Lottery - kitchen		31,000	31,000	48,210
Robertson Trust		15,000	15,000	15,000
Foundation Scotland (Baillie Gifford)			0	4,800
Impact funding (Silf)		27,206	27,206	0
Volunteer Centre East Lothian		12,780	12,780	18,864
Bank of Scotland Foundation		21,600	21,600	0
Lammermuir Larder	1,500		1,500	2,280
Just Giving	13,004		13,004	0
ELC Tyne & Esk Fund		14,321	14,321	0
B&Q foundation		5,000	5,000	0
McInroy & Wood	5,000		5,000	0
50/50 Club	7,325		7,325	8,540
Other donations and fundraising	21,203	912	22,115	25,709
National Lottery - garden		9,360	9,360	9,750
One Partnership Funding (ELC)		7,200	7,200	8,000
McCarthy & Stone			0	3,000
Other donations and fundraising		3,007	3,007	1,483
Total receipts	69,553	147,386	216,939	166,539
<b>Resources expended</b>				
Food	21,450		21,450	15,413
People costs	12,634	110,849	123,483	99,379
Utilities	5,767		5,767	3,239
Activities		4,691	4,691	7,984
50/50 Club	3,635		3,635	4,674
Other	13,283		13,283	15,118
Garden supplies and equipment		21,763	21,763	3,050
Total payments	56,769	137,303	194,072	148,857
Surplus/(deficit) for the period	12,784	10,083	22,867	17,682
<b>Reconciliation of Funds</b>				
Total funds brought forward	20,439	72,835	93,274	69,964
Transfers	12,982 -	12,982	0	0
Total funds carried forward	46,205	69,936	116,141	87,646

Approved by the Trustees on 23 May 2025

and signed on their behalf by



**OUR COMMUNITY KITCHEN SCIO**  
**STATEMENT OF BALANCES**  
**31 JULY 2024**

	<b>Total Funds 31/07/2024 £</b>	<b>Total Funds 31/07/2023 £</b>
<b>Bank and Cash In Hand</b>		
Opening balance	93,274	75,592
Surplus for Year	22,867	17,682
Closing balance	116,141	93,274
Represented by:		
Bank balances	115,775	92,795
Cash	366	479
	116,141	93,274
<b>Reserves</b>		
Unrestricted Income funds	46,205	20,439
Restricted Income Funds	69,936	72,835
Closing balances	116,141	93,274
	<b>31/07/2024</b>	<b>31/07/2023</b>
<b>Other assets</b>	<b>£</b>	<b>£</b>
Kitchen Equipment	1,220	1,220
Other equipment	0	0
Total	1,220	1,220

The financial statements were approved by the Board of Trustees on 23 May 2025  
and were signed on its behalf by:



The accounts have been prepared on a receipts and payments basis.

## 2. Restricted Funds

The charity has received funding from a number of sources which are for use in specified ways to support the activities of the Community Kitchen.

	Opening Balance 01/08/2022	Receipts	Payments	Balance at 31/07/2023	Receipts	Payments	Transfer (to)/from unrestricted	Balance at 31/07/2024
	£	£	£	£	£	£	£	£
National Lottery -kitchen	2,508	46,660	32,207	16,961	31,000	49,038	1,077	-
Area Partnerships	2,897		2,446	451			- 451	-
Foundation Scotland	2,857			2,857			- 2,857	-
Vol. Centre E Lothian	12,373	16,690	13,262	15,801	13,692	12,513		16,980
Robertson Trust	2,500	15,000	13,750	3,750	15,000	15,000		3,750
National Lottery - garden	6,994	9,750	4,149	12,595	9,360			21,955
One Partnership	5,779	8,000	4,148	9,631	7,200			16,831
Impact funding (SILF)				-	27,206	24,978		2,228
ELC Tyne & Esk				-	14,321	14,359	38	-
Bank of Scotland Foundation				-	21,600	13,965		7,635
B&Q Foundation				-	5,000	4,443		557
Other	9,788	8,565	7,564	10,789	3,007	3,007	- 10,789	-
	45,696	104,665	77,526	72,835	147,386	137,303	- 12,982	69,936

A review of other balances brought forward from previous years has resulted in the remaining balances being recategorised as unrestricted and they have been transferred accordingly.

## Independent Examiner's Report to the Trustees of Our Community Kitchen SCIO

**Registered Charity Number SC048677**

I report on the accounts of the charity for the period ended 31 July 2024.

### **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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. 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 attention.

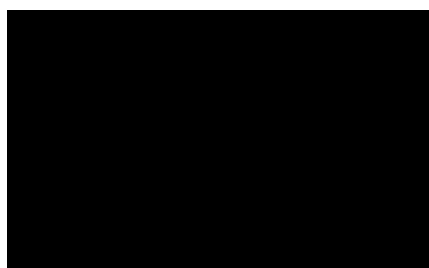
### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 accounts.

### **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
  - 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.



23 May 2025