



# Central Dalkeith & Woodburn Pantry

## Trustees' Annual Report

1 July 2024 to 30 June 2025



## Charity contact information



Central Dalkeith & Woodburn Pantry

Scottish Charity Number: SC052648

Address – Woodburn Community Hub, 10 Woodburn Road, Dalkeith,  
Midlothian Postcode EH22 2AT

Email address [cdwpteam@gmail.com](mailto:cdwpteam@gmail.com)

Facebook / Social Media [#centraldalkeith&woodburnpantry](#)

## Charity Trustees

1. Karen Soar - Treasurer
2. Claire Reidie - Chair
3. Holly McCallum
4. Margot Russell
5. Sandra McKenzie
6. Wilma Mack
7. Angela Murphy
8. Pauline Thorburn





## Objectives and activities

The Pantries purposes are:

The prevention of poverty and the relief of financial hardship by providing dignified access to affordable food to the people of Central Dalkeith and Woodburn thereby reducing the cost of living for households disadvantaged due to unemployment, low income, lone parenting, health, or social standing.

The advancement of health by improving health outcomes – particularly around the consumption of fresh fruit and vegetables. The Pantry acts as a community hub improving emotional wellbeing and reducing social inclusion.

The advancement of environmental protection by reducing food waste locally.

The advancement of education by increasing access to training in food preparation and production.

The provision of access to key support such as money advice, energy advice, health, housing, employment and skills

The advancement of community development by encouraging volunteering and active citizenship.

The development of local food growing initiatives expanding skills in growing local foods sustainably.

The Pantry operates every Friday from the hours of 1.30pm to 5.30pm. Membership is free and members pay £3.50 and get to shop from selection of ambient food in tins, packets, jars such as pasta, sauces, soups, tinned meals, puddings, sugar, flour, eggs etc also a variety of chilled meals and frozen foods, fresh meat and poultry, pies, cheese etc. A large variety of toiletries for both men and women and children, toothpaste, toothbrushes, shaving items, deodorants etc. Also, household cleaning and laundry products. On top of this they access free fresh fruit and vegetables, free sanitary and incontinence products, free pet food.

Access to the Pantry is for any household in the Central Dalkeith and Woodburn area.

In response to our members needs we found that making the Pantry experience a social event, allowing people to sit and chat could be just as beneficial as the access to the food. Reducing social isolation is important in helping with peoples physical and mental wellbeing. We regularly hold small events on the Friday to bring members together in a fun and friendly manner, such as taking part in the Macmillan Cancer Coffee Morning and celebrating events like birthdays etc. Regular sing-a-longs with The Tubby Horse Company. We promote the Pantry as a Community Pantry for the Community and belonging to the Community.

### **Structure, governance and management**

Central Dalkeith & Woodburn Pantry is Scottish Charitable Incorporated Organisation governed by a constitution.

### **Trustee recruitment and appointment**

The maximum number of charity trustees is 8; out of that no more than 5 are elected/appointed Charity Trustees, and no more than 3 co-opted trustees.

At each AGM, the members may elect any member to be a charity trustee. At the AGM, all of the present charity trustees elected/appointed shall retire from office – but shall then be eligible for re-election.

### **Achievements and performance**

Central Dalkeith & Woodburn Pantry has gone from strength to strength with their membership now standing at over 750 members with approximately 70+ families on average attending on a Friday.

With participation and regular visits from Citizens Advice, Changeworks, VOCAL, Social Security Scotland Midlothian Revenues Advice, a substantial number of financial benefits has been achieved in the area, particularly with members being able to readily access advice and information on their rights in obtaining benefits. Having access at a local level is proving to be very popular and from the feedback from both members and the various agencies, very worthwhile.

The Volunteers are a hardworking and committed team who bring their life experience and knowledge into the Pantry and work hard with the



membership to ensure that problems are dealt with and, when appropriate, signpost members to agencies that can assist. We are also fortunate that we have a really good core group of volunteers who have been with the project from the start and they bring a real feel good factor to the Pantry which in turn make new members feel welcome and comfortable very quickly which is of great benefit to the stability of the project, as volunteers are the heart and strength of any organisation.



As the Pantry has grown, a real sense of community has developed and is something that we actively foster and encourage, our hope is the members accessing the Pantry get not only affordable food, but a sense of belonging and security, access to services that can hopefully help and improve their lives and the knowledge that as an organisation we are there to help as best we can. During the period we managed to



get a small grant which we added to from our own unrestricted funds and purchased a freezer which had had the benefit of offering a bigger variety of food stuff and also prevented waste of donated and purchased food.



We had our third Macmillan Coffee Morning which is always enjoyed by the members as it is a massive cake-a-thon and choc-fest and we are able to give something back to such a great organisation.

We also had some great fundraising events which helped our coffers and are hoping to do more in the future.



We also tried our hand at gardening. We took over the raised beds at



the rear of the building and planted strawberries, raspberries, goji berries, blue berries and tomatoes and had a reasonable success. We actually had three crops of strawberries, and there was a lot of picking by a lot of children enjoying just choosing their own fruit. We also planted a small herb garden allowing children and members to help themselves. Our hope for the coming

year is to replace the planters with new ones and incorporate a seating sharing area for folk to sit during better weather and enjoy what we are growing.



## **Financial review**

### **Income and Expenditure for the period ended 30 June 2025.**

#### **Income**

Donations, Grants and Fundraising – £25,569

#### **Expenditure**

Purchase of ambient foods, fruit, vegetables. Purchase of Storage facility, fridge, shelving - £28,250

#### **Reserves**

Unrestricted Funds – £32,787

Restricted Funds – £991

Total Funds – £33,778

#### **Reserves Policy**

Central Dalkeith & Woodburn Pantry has no policy for accumulating reserves. A surplus in any year is expected to be used in successive periods.

#### **Future plans**

It is hoped that during the next year the Pantry will establish itself in a more suitable part of the Hub. As an integral part of the Community, working with other partners to further enhance the Woodburn Community Hub and work with them to develop the current premises into a true community facility. It is hoped that a Steering Group and Charity can be established to allow the development to proceed to increase the activities within the facility to the benefit of the whole community. It is still possible that an additional day for the Pantry may become required and it is hoped that we will be in a good position to do this.



**Declaration**

Signed on behalf of the charity trustees:

*Claire Reidie*

Print name

Claire Reidie

Designation

Trustee

Date

24 March 2026

Receipts and payments accounts						
For the period from	Period start date			to	Period end date	
	1	July	2024		30	June
						2025

## Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>A1 Receipts</b>						
Donations	2,689				2,689	5,012
Legacies					-	-
Grants		10,000			10,000	61,491
Receipts from fundraising activities	688				688	2,735
Gross trading receipts	11,900				11,900	19,480
Income from investments other than land and buildings	292				292	134
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
					-	-
<b>A1 Sub total</b>	<b>15,569</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>25,569</b>	<b>88,852</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,569</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>25,569</b>	<b>88,852</b>
<b>A3 Payments</b>						
Expenses for fundraising activities		-			-	-
Gross trading payments	8,947	17,607			26,554	46,553
Investment management costs		-			-	-
Payments relating directly to charitable activities		-			-	-
Grants and donations		-			-	-
Governance costs:		-			-	-
Audit / independent examination	300	-			300	-
Preparation of annual accounts		-			-	-
Legal costs		-			-	-
Other		-			-	-
		-			-	-
<b>A3 Sub total</b>	<b>9,247</b>	<b>17,607</b>	<b>-</b>	<b>-</b>	<b>26,854</b>	<b>46,553</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets	896	500			1,396	5,840
Purchase of investments					-	-
<b>A4 Sub total</b>	<b>896</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>1,396</b>	<b>5,840</b>
<b>Total payments</b>	<b>10,143</b>	<b>18,107</b>	<b>-</b>	<b>-</b>	<b>28,250</b>	<b>52,393</b>
<b>Net receipts / (payments)</b>	<b>5,426</b>	<b>(8,107)</b>	<b>-</b>	<b>-</b>	<b>(2,681)</b>	<b>36,459</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>5,426</b>	<b>(8,107)</b>	<b>-</b>	<b>-</b>	<b>(2,681)</b>	<b>36,459</b>



## Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	27,361	9,098	-	-	36,459	-
	Surplus / (deficit) shown on receipts and payments account	5,426	(8,107)	-	-	(2,681)	36,459
						-	-
						-	-
	Cash and bank balances at end of year	32,787	991	-	-	33,778	36,459

Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments			
	Total	-	-

Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Storage Container	4,062	2,031	2,708
	Shelving	1,027	514	685
	Mini Storage	45	24	32
	Fridge	706	485	647
	Freezer	1,149	1,077	
	Cash Register Till	247	247	
	Total	7,236	4,378	4,072

Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Unrestricted	300	300
	Total	300	300

Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities		-	0
	Total	-	-

Signed by one or two trustees on behalf of all the

Signature

Print Name

Date of approval

*K. Soar*  
*Claire Reidie*

KAREN SOAR  
CLAIRE REIDIE

24/3/26  
24/3/26

**C1 Nature and purpose of funds** (may be stated on analysis of funds worksheets)

Purchases for community pantry, purchase of food, shelving, storage, display

## C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Period products	Midlothian Council	1	2,000
Food and consumables	Midlothian Council	2	7,500
Capital expenditure	Neighbourly	1	500
		Total	10,000

### C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

8

### C3b Trustee remuneration - details

Authority under which paid

3


#### C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

Y

#### C4b Trustee expenses - details


### C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
No transactions with Trustees			

## C6 Other information

\_\_\_\_\_



**Additional analysis (1)**

## Analysis of receipts and payments

## 1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Anon Donations - Total					-	150
Changeworks	70				70	220
Colin Beattie	220				220	100
Crowd Funding	301				301	
Dalkeith Singers					-	391
Esk Valley Rotary					-	500
Fife Creamery					-	1,500
General Donations - Donation Box	300				300	
Melville Housing	800				800	1,100
Midlothian Wellbeing Group					-	150
Mrs McCurdy Donation					-	35
Nan Brewster	40				40	
Nisbitts					-	60
Other Donation (cash)					-	30
P A Advocacy Ltd	125				125	
Rotary Club of Esk Valley	250				250	
Savanta Group Limited	75				75	150
Stripe Payments - Donations	301				301	
Tubby Horse	62				62	
Yonder Consulting	75				75	75
YouGov PLC	70				70	
Zenith					-	500
Zombie Roller Derby					-	51
					-	
<b>Total</b>	<b>2,689</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,689</b>	<b>5,012</b>

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Midlothian Council		9,500	9,500	991
The Neighbourly FO NBRLY		500	500	-
LACER Fund			-	50,000
Sainsburys			-	500
National Lottery			-	10,000
			-	
<b>Total</b>		<b>10,000</b>	<b>10,000</b>	<b>61,491</b>
	-	-	-	-

## 3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Crowdfund						510
Donation Box						278
Donation Box						176
Donation Box						105
Donation Box						250
Donations from Halloween event						142
Jamboree	358				358	
Jumble Sale						396
Sum up fee add back						67
Tombola - Dalkeith Festival 2024						355
Tombola - Dalkeith Festival	330				330	
Tombola - Dalkeith Festival 2023						456
					-	
<b>Total</b>	<b>688</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>688</b>	<b>2,735</b>

## 4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Additional analysis (2)

### 5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
<b>Receipts</b>					
Donations	2,689			2,689	5,012
Legacies	-			-	-
Grants	-			-	-
Receipts from fundraising activities	688			688	2,735
Gross trading receipts	11,900			11,900	19,480
Income from investments other than land and	292			292	134
Rents from land & buildings	-			-	-
Gross receipts from other charitable activities	-			-	-
<b>Sub total</b>	<b>15,569</b>	<b>-</b>	<b>-</b>	<b>15,569</b>	<b>27,361</b>
<b>Receipts from asset &amp; investment sales</b>					
Proceeds from sale of fixed assets				-	
Proceeds from sale of investments				-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,569</b>	<b>-</b>	<b>-</b>	<b>15,569</b>	<b>27,361</b>
<b>Payments</b>					
Expenses for fundraising activities	-			-	-
Gross trading payments	8,947			8,947	-
Investment management costs	-			-	-
Payments relating directly to charitable activities	-			-	-
Grants and donations	-			-	-
Governance costs:	-			-	-
Audit / independent examination	300			300	-
Preparation of annual accounts	-			-	-
Legal costs	-			-	-
	-			-	-
	-			-	-
<b>Sub total</b>	<b>9,247</b>	<b>-</b>	<b>-</b>	<b>9,247</b>	<b>-</b>
<b>Payments relating to asset and investment movements</b>					
Purchases of fixed assets	896			896	
Purchase of investments				-	
<b>Sub total</b>	<b>896</b>	<b>-</b>	<b>-</b>	<b>896</b>	<b>-</b>
<b>Total payments</b>	<b>10,143</b>	<b>-</b>	<b>-</b>	<b>10,143</b>	<b>-</b>
<b>Net receipts / (payments)</b>	<b>5,426</b>	<b>-</b>	<b>-</b>	<b>5,426</b>	<b>27,361</b>
<b>Transfers to / (from) funds</b>				-	
<b>Surplus / (deficit) for year</b>	<b>5,426</b>	<b>-</b>	<b>-</b>	<b>5,426</b>	<b>27,361</b>

#### Nature and purpose of funds

Purchase of food and grocery items and upkeep of Pantry facility



**Additional analysis (3)****6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 5 - enter name of fund below	Total restricted funds	Total restricted funds last period
	Midlothian Climate Action	National Lottery	Neighbourly	Midlothian Council		
<b>Receipts</b>						
Donations					-	-
Legacies					-	-
Grants			500	9,500	10,000	61,491
Receipts from fundraising activities					-	-
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
<b>Sub total</b>	-	-	500	9,500	10,000	61,491
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	500	9,500	10,000	61,491
<b>Payments</b>						
Expenses for fundraising activities					-	-
Gross trading payments	-	8,107		9,500	17,607	46,553
Investment management costs	-				-	-
Payments relating directly to charitable activities	-				-	-
Grants and donations	-				-	-
Governance costs:	-				-	-
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	-				-	-
	-				-	-
<b>Sub total</b>	-	8,107	-	9,500	17,607	46,553
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets			500		500	5,840
Purchase of investments					-	-
<b>Sub total</b>	-	-	500	-	500	5,840
<b>Total payments</b>	-	8,107	500	9,500	18,107	52,393
<b>Net receipts / (payments)</b>	-	(8,107)	-	-	(8,107)	9,098
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	(8,107)	-	-	(8,107)	9,098

**Nature and purpose of funds**

See Section C for the purpose of the funds.

# APPENDIX 3



		<b>Independent examiner's report on the accounts</b> <span style="float: right;">V2</span>							
<b>Report to the trustees/members of</b>	Charity name	Central Dalkeith & Woodburn Pantry							
<b>Registered charity number</b>		SC052648							
<b>On the accounts of the charity for the period</b>	Period start date	Day	Month	Year	to	Period end date	Day	Month	Year
		1	July	2024			30	June	2025
<b>Set out on pages</b>	10 to 15								
<b>Respective responsibilities of trustees and examiner</b>	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 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 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.								
<b>Basis of independent examiner's statement</b>	My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 given by the accounts.								
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention -</p> <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>								
<b>Signed:</b>					<b>Date:</b>	24 March 2026			
<b>Name:</b>	Christopher Spalding								
<b>Relevant professional qualification(s) or body (if any):</b>	CA (ICAS)								
<b>Address:</b>	James Anderson & Co								
	Pentland Estate								
	Straiton								
	EH20 9QH								