



Musselburgh Community Pantry AGM Report 2025

Trustees Annual Report to OSCR

This report will be presented by a Power Point Presentation (PPT) at the AGM to be held on 28/04/25 at 7.00 at St Andrews High Church, Musselburgh.

This report will summarise the activities, performance and strategic goals of Musselburgh Community Pantry since its opening and leading up to this AGM. There are several key themes within this report, that can be summarised as partnership working and the generosity of individuals and organisations in Musselburgh.

Introduction

Musselburgh Community Pantry was established in March 2023. It is based at Musselburgh East Community Learning Centre. The Pantry supports those who live in Musselburgh, Wallyford & Whitecraig areas who are struggling with the increasing costs of living, with incomes not rising at the same rate, by **providing affordable food and other supplies.**

The Pantry provide 10 items for £3.50 (previously £3) or 5 items for £2.00. It provides dried and tinned food, toiletries, cleaning products, baby products, and some fruit and vegetables.

In August 2023 the Pantry became a Constituted Group/a SCIO. The Constitution states that the organisations purposes are:

To contribute to the prevention of poverty, and the relief of financial hardship by providing food security to those who need it most. To achieve that purpose, the pantry is open to all and is underpinned with strong values of dignity, choice, and hope.

The Board Members since August 2023 are

[REDACTED]

In April 2024, the Pantry became a Registered Charity with the SCRO, Registration SCO5329.

This AGM being held in April 2025 will consider this annual report including its financial report and will elect Board Members for the year ahead. The AGM is also being asked to consider a revision of the Constitution, that has set the structure with both Members & Board Members. The Pantry has never had any Members and so the intention is to ask the AGM if anyone would want to become a Member and in the event that no one might want to, to agree that the Constitution can be altered to withdraw Members.

Approval of the last AGM's minutes

There has been no previous AGM & therefore no outstanding actions.

Financial Overview

The total income from 22 April 202 to 31 March 2025 (the accounting period for OSCR) from customer donations, grants and other donations is £26432. The total expenditure for this period is £12128, spent on food/provisions/fruit/vegetables & insurance

The Bank balance at end of March 2025 is £14304 this total includes restricted and unrestricted funds.

The Pantry is continuously running at a loss, that is despite regular donations of food etc from East Lothian Fare Share and East Lothian Foodbank, as we are regularly required to purchase goods that are not available from these sources. The contribution from customers is less than that expenditure.

We have recently raised the cost of shopping at the Pantry from £3 to £3.50 and we are regularly seeking external funding to support the work of the Pantry. We are also fortunate to receive financial and food donations from individuals and organisations within the Community.

It is our intention that the financial statements will be independently examined and submitted to OSCR within 15 months of our registration/by 22/07/25.

Performance review

The Pantry is supported by 20+ amazing volunteers. The Pantry is open 4 sessions each week (Monday 12.00 to 1.00 and 6.00 to 7.00; Tuesday 6.00 to 7.00 and Thursday 6.00 to 7.00) and each session is supported by two volunteers.

We estimate that we have about 50 customers who shop at the Pantry. The footfall in an average month is 170 to 190 customers, supporting approximately 350 adults and 145 children/young people.

We are now registered with Neighbourly that allows us some access to surplus food from local supermarkets. We also receive weekly donations of bread from the local Company Bakery. All food from these sources are offered as free and are not part of the 10 items.

We have been so fortunate to have had so much support within the community that initially allowed the Pantry to become established, have its current location and to receive donations (financial and goods) and grants to support the work of the Pantry.

Below is a list of those who we would like to thank for all the support that they have given the Pantry:

- MAP & VCEL
- Councillor Forrest & MECA
- Gina Cargill & FES
- Ideal Flooring (December 2023)
- East Lothian Foodbank
- East Lothian Fare Share
- The Company Bakery
- The Cook Club
- Whitecraig Pantry
- Sportsman Bar
- Musselburgh Churches & their congregations
- Ormiston Pantry
- EDCH
- VCEL
- ELHA
- Montgomery Opticians
- Individual donations of food
- Our volunteers
- Our customers
- Our Board Members

We would also like to say thank the following for their financial donations and grants:

- Musselburgh Area Partnership
- Community Benefit funds
- Resilient Musselburgh
- Levenhall Ceilidh
- Yes Musselburgh
- Kitchen Stools
- Musselburgh Horticultural Society
- Sportsman Bar
- Tesco Grant
- Rozelle Trust
- Dr Bruce Fund

- Individual donations that we receive.

More recently, we have been fortunate to receive funding from Musselburgh Area Partnership to help towards the running costs; the Dr Bruce Fund and the Rozelle Trust so that we can give out vouchers so that our customers can purchase goods that we cannot supply and to buy things for special occasions e.g. Easter & Christmas. We also have an award from Tesco grants that will allow us to buy eggs, vegetables and fruit.

In December 2023 thanks to a grant from Musselburgh Area Partnership we were able to offer “Jingle Bags” to our customers with extras that they could use to make their Christmas meals more special. In December 2024 we were able to do the same again thanks to the generosity of the congregations of North Esk Church & the Congregational Church.

We are delighted to have a partnership with EDCH to address potential hardship experienced by our customers’ pets because of increasing costs, allowing us to provide free cat and dog food.

The challenge for the Pantry is to continue to provide a service that benefits the community, and where there is an increasing need for the service that the Pantry provides because of the increasing costs of food, rent, electricity etc. The Pantry needs external support to provide this service.

Customer Feedback

We have used three different time opportunities to seek customer feedback.

Below are some examples of feedback from our customers:

- I like and fully use your free fruit and veg when available, hopefully you keep doing this
- Happy with the service always a smile
- You are all doing great, and I appreciate all you are doing for us.
- Larger premises would be good
- The pantry is very helpful, always ask if they can help with anything, all best, thank you
- You all do a great job, if you ever get a fridge for fresh things that would be great but thankful for anything.
- Helping to “bridge” the gap between my pay days at a very low price
- One customer told us that because we are there it means her weekly shop has halved in price
- Another customer (family of 4) told us that the Pantry makes the difference between being overdrawn or not at the end of each month.

Strategic Plans for the Year Ahead

In the next year we want to maintain the service that we provide but we would like to extend this to include a second location on the other side of Musselburgh. Ideally that second location will allow us to provide a space to reduce the social isolation that some of our customers have told us that they experience, and we would also like to expand the range of what we can provide by having access to a Fridge.

We intend to continue to apply for funding so that we can provide fruit and vegetables, and to increase the range of what we can do and offer.

We are also keen to work in partnership with other pantries across East Lothian and supermarkets to reduce food waste.

We are also keen to work with our customers and other partners to have cooking experiences to help reduce costs.

Lastly, we would like to contribute to addressing other areas of poverty: beds, fuel and laundry.

We want to continue to raise our profile within the local community to strengthen the opportunities for Partnership work. We will maximise all opportunities to work in partnership to the benefit of our customers.

In the next year we will work on our website.

Board of Directors/updates/changes

At this AGM [REDACTED] will stand down as Board Member.

In the recent few months, there has been an intimation of interest in joining the Board from [REDACTED]

The Board meets regularly to review the operations and finances of the Pantry.

Training is planned for all Board Members about the role and responsibilities in May 2025.

Closing remarks

The Pantry could not exist without the generosity of its volunteers and of individuals and organisations within the community that donate to us through providing food or financial donations and most importantly the partnership that we experience. The Pantry could also not exist without its Board Members.

Musselburgh Community Pantry

SC053298



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	Monday, April 22, 2024						

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 £
A1 Receipts						
Donations	9,905	500	-	-	10,405	
Legacies	-	-	-	-	-	
Grants	-	10,408	-	-	10,408	
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	5,619	-	-	-	5,619	
					-	
A1 Sub total	15,524	10,908	-	-	26,432	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	
Proceeds from sale of investments	-	-	-	-	-	
A2 Sub total	-	-	-	-	-	-
Total receipts	15,524	10,908	-	-	26,432	-
A3 Payments						
Expenses	198	-	-	-	198	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities (Pantry Supplies)	11,876	54	-	-	11,930	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other		-			-	
					-	
A3 Sub total	12,074	54	-	-	12,128	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	12,074	54	-	-	12,128	-
Net receipts / (payments)	3,450	10,854	-	-	14,304	-
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	3,450	10,854	-	-	14,304	-

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	-	-			-	
	Surplus / (deficit) shown on receipts and payments account	3,450	10,854			14,304	
						-	
						-	
	Cash and bank balances at end of year	3,450	10,854	-	-	14,304	-
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

	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					
		Total	-	-	-

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

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

Signed by one or two trustees
on behalf of all the trustees

Signature*

Print Name

Date of
approval

Section C Notes to the Accounts

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

The charity has received unrestricted funds from: (i) customer contributions, being the payments that customers make to the Pantry each time they use its services; (ii) and donations from the local authority (Musselburgh Area Partnership), local businesses and from individuals.

The Pantry has received restricted funds by way of grants as set out below.

	Type of activity or project supported	Individual / institution	Number of grants made	£
C2 Grants	Purchase of vegetables and eggs	Tesco	1	1,125
	Vouchers for Pantry users	Rozelle Trust	1	2,500
	Vouchers for Pantry users	Dr Bruce Fund	1	2,500
	Pantry supplies - Food	Partnership	1	4,283
	Tesco Funds Match - for Pantry supplies	Donor	5	500
			Total	10,908

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)	X
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	Authority under which paid	£
C3b Trustee remuneration - details		

C4a Trustee expenses	If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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		Number of trustees	£
C4b Trustee expenses - details			

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons				

C6 Other information	
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Musselburgh Community Pantry

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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 £
Opening Balance	9,310				9,310	
Hunter	25				25	
East Lothian Housing Association	70				70	
Private Individuals	500	500			1,000	
					-	
Total	9,905	500	-	-	10,405	-
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £		Total current period to nearest £	Total last period to nearest £
Tesco		1,125		1,125	
Rozelle Trust		2,500		2,500	
Dr Bruce Fund		2,500		2,500	
Area Partnership		4,283		4,283	
Total	-	10,408		10,408	-
	-	-		-	-

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 £
Customer Contributions	5,619				5,619	
					-	
					-	
					-	
					-	
					-	
					-	
Total	5,619	-	-	-	5,619	-
	-	-	-	-	-	-

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 £
Pantry Supplies	11,876	54			11,930	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	11,876	54	-	-	11,930	-
	-	-	-	-	-	-

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Additional analysis (2)**5 Breakdown of unrestricted funds**

	Unrestricted fund 1 - enter name of fund below <i>Opening Balance and Other Donations and Customer Contributions</i>	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	9,905				9,905	
Legacies					-	
Grants					-	
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	5,619				5,619	
Sub total	15,524	-	-	-	15,524	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	15,524	-	-	-	15,524	-
Payments						
Expenses	198				198	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities (Pantry Supplies)	11,876				11,876	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	12,074	-	-	-	12,074	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	12,074	-	-	-	12,074	-
Net receipts / (payments)	3,450	-	-	-	3,450	-
Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	3,450	-	-	-	3,450	-

Nature and purpose of funds

A large portion of the recorded donations is the opening balance of the Pantry, which was operating before it was registered as a charity on 22/04/2024. The remainder has been kindly donated by companies and individuals.

The receipts from charitable activities are the contributions made by customers of the Pantry, when using its services.

The £198 reflects insurance that the Pantry has taken out to protect its users.

The payments relating to charitable activities are the payments made purchasing food and supplies for the Pantry.

APPENDIX 3



		Independent examiner's report on the accounts						v2
Report to the trustees/members of Registered charity number On the accounts of the charity for the period Set out on pages	Charity name	Musselburgh Community Pantry						
	Registered charity number	SC053298						
	Period start date				Period end date			
	Day	Month	Year		Day	Month	Year	
	22	04	2024	to	31	03	2025	
	1,2,3,4,5,6						(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner Basis of independent examiner's statement Independent examiner's statement	<p>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.</p> <p>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.</p> <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 <p>have not been met, or</p> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 							
Signed: Name: Relevant professional qualification(s) or body (if any): Address:								

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose