

Trustees' Annual Report including
Annual Receipts & Payments Accounts

for

Coldstream Community Larder SCIO

for the period of 15 months

to 31st May 2024



Scottish Charity No: SC052421

Index

Page 3	Reference & Administrative Information
Page 4	Trustees Annual Report:
	Structure Governance & Management
	Objectives & Activities
Page 4 - 7	Achievements & Performance
Page 7-8	Financial Review & Statement of Trustees
Page 9-11	Annual Accounts:
	Page 9 Receipts & Payments Account
	Page 9 Statement of Balances
	Page 10-12 Notes to the Accounts
Page 13	Independent Examiners Report

Reference & Administrative Information

Charity Name: Coldstream Community Larder SCIO

Scottish Charity No: SC052421

The Charity's Principal Address: Coldstream Community Annexe
3 Home Place
COLDSTREAM
TD12 4DN

Charity's Registered Address: 61a High Street
Coldstream
TD12 4DL

Management Committee on date of approval including office held:

Chairperson	John Edwards
Treasurer	Alison Campbell
Secretary	Susan Burnett
Trustee	Michael Rowe
Trustee	Dawn Clough
Trustee	Christine Johnston (appointed 19 July 2023)
Trustee	Lorraine Bowyer (appointed 14 February 2024)

Names of other trustees during the period:

John Greenwell	resigned 3 February 2024
Wendy Myers	resigned 6 July 2023

Independent Examiner: Sue Bennett ACIE
21 Dounehill
JEDBURGH
TD8 6LJ

Bankers: Bank of Scotland PLC
PO Box 1000
BX2 1LB

Structure, Governance & Management

Governing Document:

The Charity is a Scottish Charitable Incorporated Organisation (SCIO) that was incorporated on 21st March 2023 after several months operating as an unincorporated organisation.

Trustee Recruitment & Appointment:

As set out in our constitution, the members of the Trust elect at least five and up to ten Trustees to join the Management Committee at each Annual General Meeting (AGM). From amongst themselves, the Trustees elect a Chairperson, Secretary and Treasurer, and the holders of any other offices. Between AGMs the Management Committee may co-opt new Trustees to fill vacancies. The Management Committee meet monthly.

Objectives & Activities

The Charity's Charitable Purpose:

As set out in the constitution and The Charities and Trustee Investments (Scotland) Act 2005 the purpose(s) of Coldstream Community Trust SCIO are the following: -

- the advancement of citizenship or community development
- the advancement of environmental protection or improvement

Summary of the main activities in relation to these purposes:

The charity's main objectives in relation to the above are to run a Community Larder to encourage the use of food that would otherwise go to landfill and to encourage residents of Coldstream to Reduce, Reuse and Recycle. And:

- a) To promote environmentally friendly lifestyles and the reduction of food waste
- b) To encourage the development of a more circular economy focusing on reducing, repairing, re-using and recycling all types of resources.
- c) To promote volunteering and community involvement and a culture of sharing
- d) To support efforts to improve biodiversity, to protect nature and expand accessible green spaces
- e) To support the development of more sustainable food systems
- f) To help and collaborate with others to develop more sustainable energy use in buildings
- g) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the association's activities
- h) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, with a view to furthering the association's objects
- i) To accept appropriate grants, donations and legacies and to accept any reasonable conditions attaching to them
- j) To do anything which may be incidental or conducive to the furtherance of any of the association's objects

Achievement & Performance

The past months since incorporation have seen substantial growth in the Larder's action in the community, principally due to the relocation from the Parish Church Hall to the Community Annexe next to the Primary School in July 2023. From modest beginnings, the Larder has blossomed into a centre for reduction of food waste, recycling and community support.

Prior to the move into the Annexe in July of last year, much planning and preparation was required. Numerous meetings, negotiations and discussions took place to agree a five-year lease with the Council, acquire grant funding from various organisations and the purchase of equipment including shelving, fridges, freezers and furniture. All statutory requirements had to be addressed including meeting food hygiene standards, health and safety legislation and training of volunteers. Liaising with the food providers and co-ordination of picking up surplus food had to be carried out prior to the move in order that the Larder could start operating smoothly from day one.

Key to all of this is the enthusiasm and commitment of the Larder's volunteer force. In order to establish our new home in the Annexe the premises had to be made secure, equipment moved on site and rooms thoroughly cleaned and painted. The gardening team has worked hard over the winter and spring to establish raised bed vegetable plots which will soon yield produce for the Larder.

Produce arriving from supermarket pick-ups is processed by volunteers to ensure all food items are within use-by date and stock is then displayed in a convenient way for our users. Ambient stock is similarly sorted according to date and then displayed. Our volunteers offer friendly and efficient service to customers during opening times, recording the number of visitors, their postcode, number of people and pets benefitting and the number and type of produce taken.

The statistics resulting from these tallies are quite remarkable. Since the summer of last year there have been 5056 visits with 11,305 people benefitting from the Larder. This equates to an average of 421 visits per month and 1028 people benefitting per month. Furthermore, an average of 332 volunteer hours have been recorded each month equating to a staggering 4,000 volunteer hours in a year. All the volunteers live in Coldstream and reflect their personal commitment to helping their community and reducing food waste.

Planning for the future, the Larder is pursuing an application to achieve status under the Volunteer Friendly Standard. This will recognise achievement and underline the Larder's commitment to its volunteers. The Volunteer Friendly Award is a user-friendly standard to support, recognise and reward groups that are good at involving volunteers.

Another key aspect of the Larder is its commitment to the environment through provision of recycling of items households are unable to easily dispose of including ink cartridges, single use plastics and blister packs. These facilities, together with the garden and the provision of foodstuffs that would otherwise go to landfill, underlines the Larder's commitment to improving the environment. With the support of the community at large the Larder aspires to develop new ways of assisting those who use its services in the coming years.

Achievement & Performance cont'd

Fundraising Events

Fundraising events which we have run have only been possible through the hard work of the Trustees, our willing volunteers and others who have given of their time and energy.

- We held two successful coffee mornings.
- The Plough at Leitholm had one of our collection boxes for those who attended their warm hub sessions to donate to us if they wished as a thank you for the surplus food, we gave them to prepare these meals.
- The Larder took part in the Coldstream Doorstep sale to raise funds.

Other Means of Fundraising

- **Renting out the spare room** From February 2024 the Berwickshire Connect Youth Drop-In sessions have taken place two nights a week and they pay a small hourly fee to use the space that is now set out to meet their needs with help from the Coldstream Men's Shed.
- **Co-op stamps** The Coop in Coldstream very kindly organised to sell their Christmas savings stamps for the benefit of the Larder which helped enormously with the extra demand we saw over the festive period.

Voluntary Help and Gifts in Kind

In addition to the work of the Management Committee, we have a fantastic band of volunteers who work extremely hard preparing for when we are open, collecting and sorting food and cleaning the building. We also have a dedicated team of gardeners who have transformed the garden at the back of the Annexe with the help of Coldstream Men's Shed who built the raised beds. We are now seeing the fruits (and vegetables!) of our labour. In total we currently have 35 active volunteers.

Building

The Community Annexe had previously been used as part of the school and then by the community for occasional meetings and regular group sessions (e.g. Brownies) but was under-utilised when we took it over. It has not had much investment in it over recent years and the Management Committee hope to use funding available to community buildings to improve its energy efficiency and, we hope, to install solar PV panels and battery storage which should make the building more efficient and cheaper to run.

Grants/Funding

We received the following grants: -

- **DTAS** through our links with Coldstream Community Trust, we obtained grant of £4,172 which funded the acquisition of a fridge and freezer, some training for our volunteers and contributed to our insurance costs. £1,000 of the grant, which had been intended to pay our Fareshare subscription, was with approval spent on funding food purchases when we were unable to get a Fareshare subscription.

Achievement & Performance cont'd

- **Co-op** -We have been lucky enough to be chosen as a good cause and have received £2,866 so far of which £1,842 is carried forward to future years. The grant funded our water costs, our legal fees in obtaining the lease and also contributed to training of volunteers. The Co-op also allowed shoppers to buy Christmas saving stamps for the larder which raised £550 to be spent on food for the larder.
- **Berwickshire Housing Association** passed to us £2,200 of money during the period which we were required to spend on food purchases. We also had £600 of similar funds from them carried forward from the period pre-incorporation.
- **J Sainsbury & Lidl** We applied for and were successful in receiving £500 from each of these supermarkets which was required to be spent on food purchases.
- **Yorkshire Building Society** We were successful in being awarded £1,500 of funds which were to be spent on setting up the garden and buying food. £299 of this remains unspent and is carried forward, £99 for food purchases and the balance is to purchase a bench from the Coldstream Men's Shed for the garden.
- **Anonymous donors** have provided money for food purchases, to help fund the provision of Christmas hampers to those in need and to contribute towards our significant electricity costs
- **Hudson Hirsal** We were successful in our application for £3,000 of funding which has been spent on equipment to set up the larder – racking, fridges, laptop, storage boxes etc and for publicity material and to have the locks changed and some internal door locks fitted.

We are immensely grateful to all of these organisations as without their help we could not have opened the larder.

Looking to the Future

Our future plans are likely to include: -

- Broadening recycling and food waste initiatives
- Supporting basic cooking skills education
- Achieving the Volunteer Friendly Standard
- Educating ourselves and others on good environmental practice
- Working towards achieving net zero in our building – Grant application underway for significant investment

Financial Review

Statement of Reserves Policy:

In normal years, the Trustees consider it desirable that annual expenditure is met out of annual income. It is the objective of the Trustees to achieve a small surplus each year but not to build up reserves unless there is a specific known need in the future, to that the equivalent of 6 months running costs as a reserve against contingencies is normally desirable, a minimum of £2,000.

Details of any deficit:

We are pleased to report that we have a surplus in this our first period since incorporation of £5,226.10 Unrestricted and carry forward Restricted Funds of £1,593.81.

Details of Donated Facilities & Services:

The Charity benefits from the time given by all the Trustees to the running of the Charity, including monitoring, supervision and meeting times.

Statement of Trustees Responsibilities

The members of the Charity must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The members of the Charity 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, the Charities Accounts (Scotland) Regulations 2006.

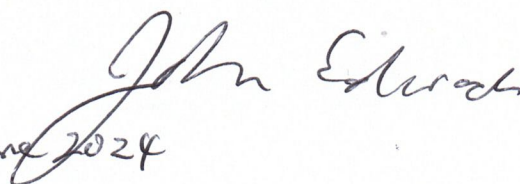
They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf by:

John Edwards

Chairman

Date:



17 June 2024

Receipts & Payments Account

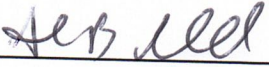
15 months to 31st May 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £
Income				
Donations		5,507.14	2,340.00	7,847.14
Receipts from Fundraising Activities	1	1,704.82	0.00	1,704.82
Receipts from Charitable Activities	2	1,183.00	0.00	1,183.00
Grants	3	0.00	14,738.13	14,738.13
Gift Aid		948.24	0.00	948.24
Receipts		<u>9,343.20</u>	<u>17,078.13</u>	<u>26,421.33</u>
Expenditure				
Expenses from Fundraising Activities	4	81.00	0.00	81.00
Expenses from Charitable Activities	5	6,635.31	16,083.97	22,719.28
Inspection of Year End Accounts		30.00	0.00	30.00
Payments		<u>6,746.31</u>	<u>16,083.97</u>	<u>22,830.28</u>
Net Receipts/(Payments)		2,596.89	994.16	3,591.05
Transfer Between Funds		0.00	0.00	
Transfer in of Funds Prior to Charity Registration		2,629.21	599.65	3,228.86
Surplus/(Deficit) for the year		<u>5,226.10</u>	<u>1,593.81</u>	<u>6,819.91</u>

Statement of Balances as at 31st May 2024

			2024
Balances at start of the period		0.00	0.00
Surplus/(deficit) for Year		5,226.10	1,593.81
Balances at the end of the year	6	<u>5,226.10</u>	<u>6,819.91</u>

Financial Statements approved by the charity and signed on its behalf
by

Signed 

Treasurer

Dated: 17/6/24

Notes to the Accounts	Unrestricted Funds £	Restricted Funds £	Total 2024 £
1 Receipts from Fundraising Activities			
School Raffle	150.60	0.00	150.60
Coffee Mornings	886.75	0.00	886.75
Warm Hubs - Plough	490.18	0.00	490.18
Doorstep Sale	143.03	0.00	143.03
Collecting Tins	34.26	0.00	34.26
	<u>1,704.82</u>	<u>0.00</u>	<u>1,704.82</u>
2 Receipts from Charitable Activities			
Room Hire	1,183.00	0.00	1,183.00
	<u>1,183.00</u>	<u>0.00</u>	<u>1,183.00</u>
3 Grants Received			
DTAS via Coldstream Community Trust	0.00	4,172.40	4,172.40
Co-op	0.00	2,865.73	2,865.73
Berwickshire Housing Association	0.00	2,200.00	2,200.00
J Sainsbury	0.00	500.00	500.00
LIDL	0.00	500.00	500.00
Yorkshire Building Society	0.00	1,500.00	1,500.00
Hudson Hirsell	0.00	3,000.00	3,000.00
	<u>0.00</u>	<u>14,738.13</u>	<u>14,738.13</u>
4 Expenses from Fundraising Activities			
Gaming License	20.00	0.00	20.00
Raffle Prizes	61.00	0.00	61.00
	<u>81.00</u>	<u>0.00</u>	<u>81.00</u>

Notes to the Accounts cont'd		Unrestricted	Restricted	Total
		Funds	Funds	2024
		£	£	£
5	Expenses from Charitable Activities			
	Food Purchases inc Christmas Hampers	60.00	6,940.55	7,000.55
	Fridges & Freezers	0.00	3,659.96	3,659.96
	Electricity	2,113.41	1,000.00	3,113.41
	Larder Equipment	756.81	641.06	1,397.87
	Laptop	0.00	260.00	260.00
	Storage boxes and racking	0.00	886.93	886.93
	Landlord Costs - Water	25.00	300.00	325.00
	Insurance	264.52	262.40	526.92
	Legal fees	0.00	557.60	557.60
	Waste Collection	206.31	0.00	206.31
	General Maintenance & Keys	905.90	478.58	1,384.48
	Garden Costs	1,436.15	400.00	1,836.15
	Green Initiatives	242.30	0.00	242.30
	Training	0.00	457.05	457.05
	Publicity	0.00	239.84	239.84
	Consumables	286.02	0.00	286.02
	WIFI	202.19	0.00	202.19
	Stationery, Fees & Mileage	136.70	0.00	136.70
		6,635.31	16,083.97	22,719.28

6 Trustee remuneration and related party transactions

The trustees did not receive any remuneration during the year.

Notes to the Accounts cont'd

7 Total Funds carried forward

The balance of funds carried forward are made up as follows:

Bank of Scotland	Restricted	1,593.81
	Unrestricted	5,226.10
Total Funds		<u>6,819.91</u>

Restricted Funds

Co-operative Fund	1,294.71
Yorkshire Building Society	299.10
Total Restricted Funds	<u>1,593.81</u>

8 Fixed Assets

The annexe is not owned by the larder but held on a 5-year lease from Scottish Borders Council with 4 years left to run. As all the assets have been fully funded by grant, they hold no monetary value on the Balance Sheet

Independent Examiner's Report on the Accounts

Report to the trustees of Coldstream Community Larder
Registered charity number SC052421
On the accounts of the charity for the period to 31st May 2024
Set out on Pages 9 -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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. 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.

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, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave 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.

Signed: 

Sue Bennett 21 Dounehill Jedburgh

Date: 

Relevant professional qualification(s) or body:

ACIE & Dip Business & Finance