

Trustees' Annual Report for the period



From	Period start date			To	Period end date		
	Day 1 st	Month April	Year 2022		Day 31 st	Month March	Year 2023

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kate Mc Farland	Chair		
2	Roz Scott	Co-ordinator (Joint)		
3	Derek Gadd			
4	Sarah Bullen	Co-ordinator (Joint)	Appointed 31.8.2022	
5	Steve Eldridge		Appointed 31.8.2022	
6				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Name of senior staff members

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees of Still Good Food have considered the major risks to which the charity is exposed and satisfied themselves that systems and procedures are established in order to manage those risks. The Trustees also ensure that appropriate insurance cover is maintained.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The protection and preservation of the environment for the public benefit of food waste minimisation in particular by: 1) the provision of redistribution of food to the public 2) raising awareness of food waste

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Still Good Food work for the public benefit by working to reduce food waste in West Suffolk and more generally across East Anglia so as to protect and preserve the environment for the public good.

This is achieved principally through the following activities:

- Collections and receipt of food into our shops and store from supermarkets, other outlets and distributors help reduce the quantity of perfectly edible food that goes to landfill or incineration.
- Similarly we work with the local farming community to glean vegetable crops that are excess to requirements or slightly below retailers standards and would otherwise be wasted or ploughed in.
- The food is re-distributed to the general public through our shops for which we ask a small donation to help with running costs
- Through our shops and at public events we inform the public about the problem of food waste, environmental and economic, and raise the profile of the charity's work in addressing the issue.

As Trustees of Still Good Food we have carried out the purposes of the Charity for public benefit by making decisions that have had due regard for public benefit guidance issued by the Charity Commission, when exercising any powers or duties to which the guidance is relevant.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Contribution made by volunteers.

As trustees of Still Good Food we acknowledge the service to the community and dedicated commitment of all volunteer team members who do a fantastic job in supporting the work of the charity. Our volunteers help with stock movements, service and run our shops, represent us at promotional public events and generally support our part-time staff.

We are very grateful for all the volunteers who selflessly give up their time to help and without whom Still Good Food would not operate.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Still Good Food has continued to go from strength to strength over the last year. We have seen a significant increase in customer numbers reaching a peak of 900 a month in March 23 across both our shops. We increased our opening hours at our Great Barton shop in May 22 by opening on an additional day and this rural location continues to be very well used.

Our Community Fridge, hosted by Freedom Café, has proved to be very popular and well used. We have found accessing chilled foods quite difficult as suppliers are reluctant to donate chilled items and we are restricted by Use By dates.

Having secured the lease on an additional unit next to our existing unit in Elsey's Yard, in December 2022 we moved our shop next door to the newly refurbished unit and turned our existing unit into storage space. We were able to include a fridge and freezer in our new shop which proved to be very popular but continue to face the challenge of limited supplies of chilled or frozen foods.

We have continued to recruit volunteers and now have approximately 45 regular volunteers to supervise the shops and collect and transport stock donations.

We employed a part time Stock Coordinator in April 2022 which has greatly helped with our stock management and distribution between our two shops. We have continued to see an increase in donated stock and have welcomed new suppliers who donate their surplus food to us on a regular basis.

Our Farm Produce Rescue/Gleaning project continued to grow and we were able to collect and redistribute over 7 tonnes of farm produce including apples, pears, onions and cabbages that would otherwise have been unharvested or ploughed back into the fields. This produce was distributed through our shops to our customers and also to other local charities.

In November 2022 we received the Suffolk Greenest County Award in the Waste Reduction and Recycling category for the second year running.

We have been involved in a number of events to highlight the problem of food waste and to encourage people to get involved in reducing food waste including:

Section D

Achievements and performance

- Bury St Edmunds Spring Fayre and the Bury Food and Drink Festival where we were invited to speak on the 'Food Theatre Kitchen'.
- Running our 'Eat Your Pumpkin Festival' in Oct 22 in partnership with Great Barton Primary Academy and Freedom Café, having received funding from Hubbub.
- Speaking at various community group meetings including the WI and Second Chance Stroke Club.
- Partnering with West Suffolk College and Abbeygate Sixth Form and taking part in the West Suffolk College World of Work: Earth, Ecology & Environmental Careers Event and their Sustainability Market.

We have a number of plans in progress, some still in the planning phase, some implemented and coming to fruition:

- Opening our Freedom Church shop for more additional sessions.
- The employment of a part time Shop Manager to provide consistent management across both shops.
- The introduction of contactless payments (currently we can only accept cash).
- Working to increase our impact on Farm Rescue (Gleaning).

We continue to recruit new volunteers and actively seek new sources of surplus food.

Section E

Financial review

Brief statement of the charity's policy on reserves

Still Good Food has a policy to hold unrestricted reserves sufficient to finance estimated operating costs for around 3 to 4 months. It is acknowledged, the operating model is such that significantly the charity's activities will continue to be financed by grants and similar restricted funding.

On 31st March 2023, Still Good Food had just under 7 months unrestricted reserves, hence well above the policy range.

Staff costs and overheads are expected to increase markedly in the ensuing year and the trustees consider it prudent to temporarily hold reserves in excess of its usual operating policy.

Details of any funds materially in deficit

All funds remain in surplus.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Still Good Food main sources of income received during year to 31st March 2023 were:

- West Suffolk Council Community Chest grant and local Borough Councillors Locality Budgets
- Grants from:
 - Co-op Community Fund
 - Hubbub Community Funding
- Donations from individuals and shop customers
- Donations from organisations

Total income for the year to 31 March 2023 is £35,067 and the expenditure deficit is £5,724.

Monetary reserves on 31 March 2023 were £27,757, including restricted funds of 4,792.

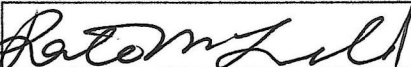
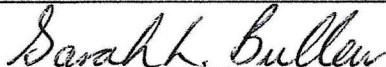
Section F Other optional information

Still Good Food was registered as an incorporated charitable organisation on 12 January 2021 and commenced operating on 1st March 2021 upon the demerger of its activities from London based company Best Before Project (company no. 08043750). Note 3 to the receipts and payments accounts provides more detail.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Kate Mc Farland	Sarah Bullen
Position (e.g. Secretary, Chair, etc)	Chair	Trustee / Project Coordinator
Date	23.10.23	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Still Good Food		Charity no.	
		1193073	
Receipts and payments accounts			
For the year from	01 April 2022	To	31 March 2023



Section A Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	12 Jan. 2021 to 31 March 2022
	£	£ (Note 2)	£	£
Receipts				
Grants: County, Borough and Town Councils	-	7,400	7,400	17,765
Grants: Suffolk Community Foundation	-	-	-	16,820
Grants: Others	-	4,776	4,776	10,500
Shop donations	19,996	-	19,996	12,944
Donations from individuals including Gift Aid	1,192	-	1,192	1,720
Donations from organisations	1,544	-	1,544	500
Income from events	159	-	159	250
Total operating receipts	22,891	12,176	35,067	60,499
Payments				
Shop and administration costs				
Coordinators' salaries	2,499	25,035	27,534	18,923
Pension contributions	461	-	461	407
Staff travelling and training costs.	1,270	305	1,575	664
Shop operating costs	711	2,671	3,382	3,203
Shop and storage equipment	203	99	302	129
Rent and service charge	4,725	-	4,725	4,183
Insurance	186	-	186	426
Heat, light & power	244	-	244	175
Repairs and maintenance	-	-	-	-
Promotional, website and signage	84	661	745	694
Telephone (mobiles)	210	-	210	156
Subscriptions and licences	-	-	-	240
Volunteers costs	37	-	37	96
Professional fees	250	-	250	-
Management & trustee meeting expenses	-	-	-	26
Stationery & postage	7	185	192	1
Capital expenditure (section B)	311	637	948	6,701
Total payments	11,198	29,593	40,791	36,024
Net receipts/(payments)	11,693	(17,417)	(5,724)	24,475
Monetary assets transferred on demerger (note3)	11,272	22,209	33,481	
	-	-	-	9,006
Transfers between funds	-	-	-	-
Monetary funds as at 31st March 2023	22,965	4,792	27,757	33,481



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Section B Statement of assets and liabilities at the end of the year

Year to 31st March 2023

**Monetary Funds (assets)
represented by:**

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets:			
Bank current account	22,930	4,792	27,722
Cash in hand	35	-	35
Total monetary funds	22,965	4,792	27,757

**Assets retained for the
charity's own use**

	Unrestricted fund £	Restricted funds £	Total funds £
Stated at cost:			
Office equipment: mobile phones, printer, laptop	669	400	1,069
Storage container (jointly owned - 75% interest)	311	5,228	5,539
Community fridge	-	1,192	1,192
Shop & storage shelving	-	518	518
Total tangible assets	980	7,338	8,318

Current asset: Debtor

	Unrestricted £	Restricted £	Total funds £
HMRC: PAYE & National insurance	91	-	91
Total liabilities	91	-	91

Section C Notes to receipts and payments accounts

1. Accounting policies

Accounting basis

The accounts, including notes thereto, show all funds which are governed by the Charity presented on a cash received and paid basis. The accounts are prepared in accordance with the requirements of the Charities Act 2011.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for specified purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

Further explanation of the nature and purpose of each fund is included in note 2.



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For the year from	01 April 2022	To 31 March 2023



Section C Notes to receipts and payments accounts continued

2. Grants received and other restricted income

	2022/23 Restricted income £	Balance at 31 March 2023 £
Grants received		
West Suffolk Council Community Chest Fund <i>(For Project Coordinators' and Stock Coordinator's staff costs)</i>	7,400	-
West Suffolk Locality grants -2021/22 <i>(For: improving facilities to the local community, Food Confidence & Engagement Project and for the purchase of a printer)</i>	-	816
Co-op Community Fund <i>(For Shop Manager's staff costs)</i>	3,976	3,976
Hubbub Pumpkin Festival <i>(To hold a pumpkin waste reduction event)</i>	800	-
Sub-total: Grants (restricted income)	12,176	4,792
Other restricted income: <i>Donations for specific equipment and expenditure</i>	-	-
Total restricted income	12,176	4,792

3. Incorporation and demerger (Comparative period)

Still Good Food was registered as an incorporated charitable organisation on 12 January 2001 and commenced operating on 1st March 2001 upon the demerger of its activities from London based company Best Before Project (company no. 08043750).

On 1 March 2021, assets and liabilities relating to operations in Bury St Edmunds transferred to Still Good Food comprised:

	£
Cash and bank balances	9,006
Tangible fixed assets - shop fittings and mobile phones	669
Creditors	(42)
	9,633



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STILL
FOOD

Section C Notes to receipts and payments accounts continued

4. Guarantees and secured debts

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

5. Trustees remuneration and benefits

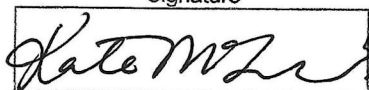
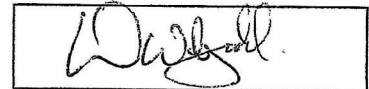
Mrs R B D Scott, who is a trustee, is employed as part-time Project Coordinator and, as provided by the Charity Constitution, she is remunerated in that role. During the year her total remuneration was £7,884 (2022: £5,423). She is not remunerated for her work as a trustee of the charity.

Mrs S L Bullen, who was appointed as a trustee during the year, is also employed as part-time Project Coordinator and, as provided by the Charity Constitution, she is remunerated in that role. During the year her total remuneration was £10,997. She is not remunerated for her work as a trustee of the charity.

Excluding reimbursed out of pocket expenses incurred wholly in respect of the operation of the Charity, there were no other payments made to trustees during the year or previous period in their capacity as Charity trustees.

Section D Approval

The Board of Trustees have approved the receipts and payments accounts for the period to 31st March 2023 on pages 1 to 3 above and the accounts are signed on their behalf by:

Signature	Print Name	Date of approval
	Kate Mc Farland (Chair)	23.10.23
	Derek Gadd (Trustee)	23-10-23

Independent examiner's report to the trustees of Still Good Food CIO

I report on the accounts of the CIO for the year ended 31 March 2023 which are set out on pages 6-9.

Respective responsibilities of Trustees and examiner

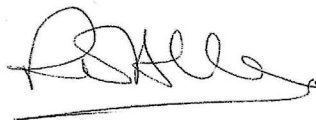
As the charity's Trustees you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act), and that an independent examination is needed. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Act) whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 seeking explanations from you as 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.

Independent examiner's statement

In the course of my examination, no matter has come to my attention which suggests that your accounting records have not been properly kept (in accordance with section 130 of the Charities Act) or that these accounts do not accord with them and comply with the Act. Nor, in my opinion, is there any matter in them to which special attention should be drawn.

A handwritten signature in dark ink, appearing to read 'R Allin', with a horizontal line underneath.

Robert Allin FCA
Milton Hall, Ely Road
Milton, Cambs CB24 6WZ

13th November 2023