



Grant Application Form

All questions on the Application Form must be fully answered. Additional information in support of an Application may be provided, where appropriate

1. Organisation Details

Name:	Brixworth Community Larder
Is it a registered charity:	yes -under the umbrella of Food For Thought Daventry
Charity no.:	1184601

How many people use/attend your organisation?

The larder is open once a week for everybody in Brixworth and surrounding areas subject to qualifying criteria (see Appendix 1) which focus on low-income or financial needs.

Since opening the larder in summer 2022, more than 5700 shops have been made at the larder. For the current membership year, we have more than 200 registered members. On an average week, we supply food for between 60 and 85 shops and typically reach an average of 133 adults and 48 children with our food.

Most of our members pay for their shop – either £5 or £10 depending on the number of items they wish to get – and, in addition, we support a smaller number of people in the most extreme need with complimentary shops. These are paid for using 'points' donated by the people who pay or with small individual donations from our members or their families.

How many are Brixworth residents?

We estimate that more than 90% of our users live in Brixworth

Brief description of objectives of the organisation and activities in the parish:

Brixworth Community Larder aims to support local people to access good quality food, including fresh fruit and veg, at prices well below those in the supermarkets.

We are not a Food Bank. Food Banks are only accessible on 'referral' from social services, social prescribers for example. They give people in deep hardship a selection of free food just a few times

per year.

In contrast, Community Larders aim to reach people before they hit the level of hardship where Food Banks step in. As most of our members pay, there is the sense that we offer a 'hand up, not a hand out'. We also give each shopper the chance to choose what they take instead of imposing our ideas of what they should buy. We allow people access to the larder each week if they wish to attend; this is not the case with Food Banks. We believe our service is crucial in helping many people avoid the poverty that leads to Food Banks and dependency on such support. We do have members who go to Food Banks or receive food parcels through the Brixworth Community Food Share during school holidays and we are happy to support them.

In addition to people coming to the larder, we make home deliveries to elderly, terminally ill, and isolated people, including some referred to us by local GPs and Social Prescribers.

Our aims include:

- Ensuring access to fresh fruit and veg every week. People in the lowest income brackets spend the smallest share of their food budget on fruit and veg and this percentage is at the lowest ever historic level. The larder helps to reverse that trend.
- Making great value food available at well below market rates to help members stretch their food and household budgets and so help with the cost-of-living crisis.
- Reducing food waste and food sent to landfills – a lot of our stock is bought from the food redistribution charity Fare Share Midlands and comes from excess production, over-stock, short shelf-life, and donation. We also collect surplus food 3 nights a week from Brixworth Coop and once a week from Tesco and Sainsbury stores in Market Harborough.
- Creating a fun and friendly place for people to meet and socialise. We provide complimentary hot drinks before every larder and it's always a lively and friendly gathering. Some otherwise very lonely people tell us that the opportunity to make new friends and get out of the house is as important as getting their shopping.
- Sign-posting members to other important services – we host visitors from Community Law (who advise on debt management and benefits), West Northants Council customer services team, Independent Living Services, Highways department, the Grow, Cook, Eat team from HOPE, and the RSPCA. At least twice a month, we have such visitors and we also offer Brixworth Parish Council an opportunity to hold Council Surgery periodically.
- Helping our members to access Household Support Fund grants and other WNC-backed funds, some of which can't be accessed except through organisations such as ours.
- Providing volunteering opportunities to dozens of people in the village who come each week to help set up and serve at the larder. This is a great opportunity to meet new friends and gain a sense of purpose and satisfaction by helping others.

We are a not-for-profit, community-driven, and community-based organisation that ploughs all our income into buying more food for our members.

We are looking for a grant of **£3000** to buy stock for the larder to cover the period from now until the end of 2024. We will be able to provide copies of receipts to show where the money has gone and, in the unlikely event that we don't spend it all, or the Larder ceases operating, any remaining unspent grant from BPC can be returned in full.

2. Contact Details

Name of contact: Miranda Wixon
Address: Southbourne House, High Street, Blakesley
Postcode: NN12 8RE
Telephone no.: 07974919221
Email address: Miranda.wixon@gmail.com
Position of contact: Chair of Food for Thought Daventry

3. Project / Activity Details

Briefly describe the project or purpose for which you require a grant (you must demonstrate a clear need):

Until recently, Brixworth Community Larder was supported by Northampton Hope Centre. We gave them all our income from weekly shops and annual membership and they sourced food for the larder, paid our FareShare Midlands supply bills and the Village Hall fees. They also received and administered a generous grant from Food Aid Alliance West Northants (FAAWN) on behalf of the larders and other food aid organisations. It was because of our relationship with Hope that we didn't bring our earlier grant application (December 2022) back to the Parish Council because we were not, at that time, allowed to fundraise independently of the Hope.

We have now evolved our larder network to the point where we've gained our independence from Hope, leaving them to focus on their vital work around homelessness in Northampton. We now have the freedom to build our larder network and focus on local people and their needs but with that freedom comes extra responsibility and a lot of additional work for the volunteer team who now have to take on many of the things that Hope used to do for us.

Hope has a professional team of fundraisers, but at Brixworth Community Larder we do not. We are enthusiastic volunteers without fundraising experience. Given time, we are confident that we can raise funds but we are starting from a standing start and know that it will take many months of applying for grants before we can secure our financial future.

Shoppers currently pay £5 for a 10-point shop (suitable for a single or couple household), or £10 for 22 points (suitable for a larger family). Our aim, if we receive your support, will be to maintain this level without having to increase prices or reduce the number of items.

This shop includes fresh fruit and veg (which is provided for zero points), surplus goods from the supermarkets (donated, and generally offered for zero points), and a range of fresh, frozen and store-cupboard items which each have a points value.

We never know what we will get from FareShare each week – the nature of their business is very 'lucky dip'. One week we might receive 50 packs of steak and a dozen chickens as part of the delivery, the next week it could be 200 packs of double cream and 100 packs of coleslaw which could be a lot harder to 'rehome'. This is an extreme example, and there's always plenty more in the order, but it's fair to say we can't predict what's coming or whether there will be enough to offer all our shoppers a good shop.

To ensure that everybody who comes can get a good shop, Hope used to supply us with a weekly delivery of store-cupboard staples – rice, pasta, tea, coffee, canned fruit and veg, canned soup, breakfast cereals, jam etc. This is where we will spend any grant from Brixworth Parish Council. We will buy such items to ensure that, in combination with our delivery of fresh goods, every shopper can create a few wholesome and healthy meals for their family.

Let's take a look at how the financials add up:

Income and Expenditure:

In a typical week, based on January data, our income from shopper payments has been **ca £420**. – this is money we get from our members which contributes a significant proportion of our costs.

Once our finances are separated from Hope, we hope to have **ca £140** per week from our FAAWN grant to last until the end of September 2024.

Total average weekly income: **ca £560** per week

From this income, we pay **ca £230** to Fare Share Midlands for fresh food which varies every week and this amount will increase by a few percent from April.

We pay our Village Hall rental of **£38** per week out of our members' annual membership fees of £10 per shopper. We are **not** asking for money towards those costs.

Historically, our bills for store-cupboard goods supplied by Hope were on average **£450** per week. We will now have to get this food from Aldi, Wholesalers, Tesco et al at consumer prices.

Total average weekly costs excluding hall rent: **ca £680** per week

As you can see, we have a shortfall of approximately £120 per week.

We hope that by the summer our fundraising efforts will start to cut into this deficit, and all being well, by this time next year, we could be self-sufficient. We would therefore ask Brixworth Parish Council for a grant of £3000 – or approximately £60 per week over a year - to help keep our larder viable until new funding streams can be opened up.

It is not, at this time, our intention to come back and ask for such high sums every year, although we can't rule out that we may apply for a smaller grant at a future date.

What else are we putting in?

We don't ask for financial help without first demonstrating what our volunteers and members contribute. In addition to the average weekly takings of £420, we estimate that the value of the time donated by our volunteers is considerable. With more than 35 volunteers on our books and around 26 people a week helping out, we estimate that the volunteer hours, if charged at minimum wage, would cost more than £1000 per week.

We aim to provide this large group of people – many of them of retirement age - with a sense of purpose and community. We are extremely grateful for their support.

How will the funding benefit residents of Brixworth (include the number of beneficiaries living in the Parish)?

Funding will enable Brixworth Community Larder to:

- Provide a wider range of produce for people in the village who need a little extra help with their food bills, ensuring access to fresh fruit and vegetables for those least likely to have money to spare for such foodstuff.
- Continue to offer a Larder service without having to put up the price to members, or reduce the amount or quality of food available.
- Offer a warm and friendly social gathering every week, helping villagers to meet new people and form new friendships.
- Provide a sense of purpose and well-being for our volunteer team
- Continue to reduce food waste in the supply chain
- Continue to deliver food parcels to elderly, infirm or isolated people
- Provide a location and event that enables villagers to access the support of local council and independent bodies such as Community Law, West Northants Council customer service team, Grow, Cook, Eat team from Hope, and the RSPCA.
- Provide a route for low-income members to apply for WNC/DWP shopping vouchers via the Household Support Fund.

Financial Details

Current balance in all bank account (s) and investments at the time of this application	£ 3359.06
Estimated annual income and expenditure of organisation:	
Income:	
£28,000	
Expenditure:	
£34,000	
What is the total cost of the project?	£6000 shortfall
What is the total amount of grant requested?	£ 3000

Details of how the remaining balance will be funded:

Income from our members paying for their weekly shop
Future Income from FAWN and other Grant applications
Income from corporate and individual donors

Details of any fundraising events held / planned or funding received:

Grant from FAWN as mentioned above £5619 for the period up to and including September 2024.

Brixworth Community Larder is one of a network of Larders operating under the Food For Thought (Daventry) Charity. All of the larders along with the trustees of FFT(Dav) will be exploring local and national funding opportunities as well as working closely with FAWN to maximise any opportunities for which the Larders are eligible to apply.

Local fundraising will also include exploring what our local business community can do to support our cause. We are also looking to stage a fundraising event in the summer – this may involve music or comedy!

Details of previous grants from the Parish Council within the last 5 years:

None

Any other comments in support of your application?

Brixworth Community Larder has brought a buzz to the village since it was founded 18 months ago. Members report that they knew nobody in the village and now can't step out of their houses without bumping into fellow larder members. Volunteers feel they're doing something worthwhile and report feeling good about being able to contribute to their village.

Declaration

I declare that I am authorised to make the application on behalf of the above organisation.

I have read and fully understood the Brixworth Parish Council Grants Policy and certify that the information contained in this application is correct at the time of submission.

Signed: Miranda Wixon

Dated: 22/02/24

Check – ✓

- Read and understood the Grants Policy?
- Accounts attached?
- Constitution attached?
- Evidence attached of alternative funding sources (if applicable)?
- Evidence attached of the project costs?
- Evidence attached of 'best value - three quotes for those projects costing more than £500?

Please return this form with enclosures to the Clerk of Brixworth Parish Council via email at parish.clerk@brixworthparishcouncil.gov.uk

Constitution of a Charitable Incorporated Organisation

Date of constitution (last amended):

17 November 2022

1. The name of the Charitable Incorporated Organisation is:

Food For Thought Daventry

2. National location of principal office :

England

3. Object

The object of the CIO: We aim to alleviate hunger for children, families and the elderly in the Daventry District (now West Northants) by providing access to sustainable affordable food. This brings the community together in an environment where there is no stigma or embarrassment. 4,900 children (plus families) in Daventry District could need this help. We support schools, the local community and local businesses.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage it and;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
 - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
 - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and payments to charity trustees and connected persons

(1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
 - (b) sell goods, services, or any interest in land to the CIO;
 - (c) be employed by, or receive any remuneration from, the CIO;
 - (d) receive any other financial benefit from the CIO;
- unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission (“the Commission”) has been obtained. In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

(2) Scope and powers permitting trustees’ or connected persons’ benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).

- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(a) "the CIO" includes any company in which the CIO:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company;

(b) "connected person" includes any person within the definition set out in clause [30] (Interpretation);

7. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of members to contribute to the assets of the CIO if it is wound up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
 - if he or she is under the age of 16 years; or
 - if he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

(3) Number of charity trustees

- (a) There must be at least [three] charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.
- (b) The maximum number of charity trustees is [12]. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees are as follows, and are appointed for the following terms –

David Kolb	for 4 years
Josette Kolb	for 3 years
Gerard D'Cruz	for 2 years

10. Appointment of charity trustees

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

11. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of account

12. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) dies;
- (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) Any person retiring as a charity trustee is eligible for reappointment.

13. Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
- the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

14. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
- (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

15. Meetings of charity trustees

(1) Calling meetings

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.

(4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

16. Membership of the CIO

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

17. Informal or associate (non-voting) membership

- (1) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

18. Decisions which must be made by the members of the CIO

- (1) Any decision to:
 - (a) amend the constitution of the CIO;
 - (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
 - (c) wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).
- (2) Decisions of the members may be made either:
 - (a) by resolution at a general meeting; or
 - (b) by resolution in writing, in accordance with sub-clause (4) of this clause.
- (3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting, or agreed by all members in writing.
- (4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:
 - (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
 - (b) the required majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member’s agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified. The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

19. General meetings of members

(1) Calling of general meetings of members

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

(2) Notice of general meetings of members

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(3) Procedure at general meetings of members

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
 - who had previously retired or who had been obliged by the constitution to vacate office;
 - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

22. Use of electronic communications

(1) General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
 - the names of the trustees present at the meeting;
 - the decisions made at the meetings; and
 - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
 - (a) by resolution agreed in writing by all members of the CIO; or
 - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).
- (2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
 - (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
 - (i) by a resolution passed by a 75% majority of those voting, or
 - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;
or
 - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:
 - (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
 - (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
 - (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO and solely within the county of Northamptonshire
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
 - (a) the charity trustees must send with their application to the Commission:
 - i. a copy of the resolution passed by the members of the CIO;
 - ii. a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

iii. a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within subclause (a) or (b) above;
- (d) an institution which is controlled –
 - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
 - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
 - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
 - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “Communications Provisions” means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.
A “poll” means a counted vote or ballot, usually (but not necessarily) in writing.

Registered number: CE018321
Charity number: 1184601

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

UNAUDITED

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2023

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

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FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 JULY 2023

Trustees	Miranda Wixon David Michael Kolb (resigned 17 November 2022) Angela Gee Debbie Allsopp Clarke (appointed 14 September 2022, resigned 30 November 2022) Nicola Toms (appointed 14 September 2022, resigned 30 November 2022) Mason Smith (appointed 8 December 2022, resigned 30 November 2022) John Kenneth Manning-Smith (appointed 30 May 2023)
Company registered number	CE018321
Charity registered number	1184601
Registered office	Foundation Building New Street Daventry NN11 4BT
Accountants	Delyth Bending Accountancy Ltd Chartered Accountants 4 The Paddock Lower Boddington Northants NN11 6YF

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 JULY 2023

The Trustees present their annual report together with the financial statements of the Food For Thought Daventry for the 1 August 2022 to 31 July 2023. The annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The objects of the Company, as set out in its Memorandum of Association, are:

We aim to alleviate hunger for children, families and the elderly in the Daventry District (now West Northants) by providing access to sustainable affordable food. This brings the community together in an environment where there is no stigma or embarrassment. 4,900 children (plus families) in Daventry District could need this help. We support schools, the local community and local businesses.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Activities undertaken to achieve objectives

The Company has set up food larders throughout the year. These are located in Woodford Halse, Daventry, Brixworth, Helmdon, Moulton and most recently Brackley. The charity also provided additional warm spaces opening during January to March.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023

Achievements and performance

a. Review of activities

The charity has expanded into setting up Community Larders to allow a wider catchment of families to benefit.

The volunteers worked extremely hard setting up the larders and have been supported by several grants and donations.

The largest community food larder is based in Woodford Halse with around 650 visitors a month. Those 650 visitors represent around 1770 household members. Daventry operates with about half those numbers and the other larders combined have around 650 visitors a month, so a total of about 1625 visitors a month. This has been a major achievement to successfully reach such a huge number of households whilst creating a friendly and approachable environment with no judgement. During larder sessions support services often visit to offer advice and support.

The charity has successfully brought together a huge community of volunteers who are extremely proud of their achievements in preventing hardship within their communities.

The warm spaces initiative which ran for three months from January to March initiated the creation of another group of people who continued to meet after the end of the three months thus providing longer connections and friendships within the community.

The larders will continue to face challenges with funding, logistics, storage and labour time this year but we are facing those challenges head on with a fantastic group of people.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

It is the trustees' aim to maintain free reserves at:

1. Six months running costs allowing for fluctuations in income and ongoing equipment purchase and repair.
2. A reserve for the costs of purchasing and converting new premises.

The level of reserves is monitored and reviewed by the trustees annually.

Structure, governance and management

a. Constitution

Food For Thought Daventry is registered as a charitable incorporated organisation.

b. Methods of appointment or election of Trustees

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

c. Financial risk management

The Trustees have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023

Members' liability

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2023

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

Miranda Wixon

Date:

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FOOD FOR THOUGHT DAVENTRY
FOR THE YEAR ENDED 31 JULY 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2023 which are set out on pages 9 to 21.

Respective responsibilities of trustees and examiner

As the charity's trustees of Food For Thought Daventry you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Food For Thought Daventry are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and of the Charitable Incorporated Organisations (General) Regulation 2012.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Food For Thought Daventry as required by section 386 of the 2006 Act;
- or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FOOD FOR THOUGHT DAVENTRY
FOR THE YEAR ENDED 31 JULY 2023

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



.....

Delyth Bending
Delyth Bending Accountancy Ltd
ICAEW
4 The Paddock
Lower Boddington
Northants
NN11 6YF

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 JULY 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:	Note				
Donations and legacies	3	39,178	18,911	58,089	409
Charitable activities	3	79,436	-	79,436	-
Investments	3	135	-	135	-
Total income		<u>118,749</u>	<u>18,911</u>	<u>137,660</u>	<u>409</u>
Expenditure on:					
Raising funds	4	-	-	-	1,393
Charitable activities	5	99,348	15,135	114,483	44
Total expenditure		<u>99,348</u>	<u>15,135</u>	<u>114,483</u>	<u>1,437</u>
Net income / expenditure		<u>19,401</u>	<u>3,776</u>	<u>23,177</u>	<u>(1,028)</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>19,401</u>	<u>3,776</u>	<u>23,177</u>	<u>(1,028)</u>
Reconciliation of funds:					
Total funds brought forward		7,128	-	7,128	8,156
Net movement in funds		19,401	3,776	23,177	(1,028)
Total funds carried forward		<u>26,529</u>	<u>3,776</u>	<u>30,305</u>	<u>7,128</u>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 12 to 21 form part of these financial statements.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)
REGISTERED NUMBER: CE018321

BALANCE SHEET
AS AT 31 JULY 2023

	Note	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	10		5,200		-
Current assets					
Cash at bank and in hand		39,305		7,128	
Stock	11	6,000		-	
Net current assets			45,305		7,128
Creditors: Amounts falling due within one year	12		(16,300)		-
Total assets less current liabilities			34,205		7,128
Creditors: Amounts falling due within one year	13		(3,900)		-
Total net assets			30,305		7,128
Charity funds					
Restricted funds			3,776		-
Unrestricted funds			26,528		7,128
Total funds			30,305		7,128

The notes on pages 12 to 21 form part of these financial statements.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)
REGISTERED NUMBER: CE018321

BALANCE SHEET (continued)
AS AT 31 JULY 2023

The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Miranda Wixon

Date:

The notes on pages 12 to 21 form part of these financial statements.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

1 General information

Food For Thought Daventry is a charitable incorporated organisation incorporated in England and Wales within the United Kingdom.

2 Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Food For Thought Daventry meets the definition of a public benefit entity under FRS 102. Assets and preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Food For Thought Daventry meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

Recognition of incoming resources:

These are included in the statement of financial activities when:

1. the charity becomes entitled to the resources;
2. the trustees are virtually certain that they will receive the resources; and
3. the monetary value can be measured with reasonable accuracy.

Grants and donations:

Grants are only included in the statement of financial activities when the charity has unconditional entitlement to the resources standards.

Gifts in kind are accounted for when receivable, at a reasonable estimate of their value to the Charity.

Investment income:

Bank and building society interest is included in the statement of financial activities when the interest falls due.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

2 Accounting policies (continued)

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Depreciation charges are allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Company to raise funds for its charitable purposes and includes costs of all fundraising activities events.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

2.4 Fixed assets

Assets over £500 are capitalised and depreciated over their estimated useful lives.

2.5 Depreciation

Depreciation is provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment and storage	20% straight line basis
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2.6 Stock

Stock is valued at the lower of cost and net realisable value.

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

2 Accounting policies (continued)

2.7 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

3 Analysis of income

Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Donations and gifts	25,090	500	25,590
Grants	5,125	18,411	23,536
Membership subscriptions	7,663	-	7,663
Release of deferred grants and donations	1,300	-	1,300
	<u>39,178</u>	<u>18,911</u>	<u>58,089</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Donations and gifts	<u>-</u>	<u>409</u>	<u>409</u>

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

3 Analysis of income (continued)

Charitable activities

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Larder sales	79,436	-	79,436
	<u>79,436</u>	<u>-</u>	<u>79,436</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Larder sales	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>

Income from investments

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Interest income	135	-	135
	<u>135</u>	<u>-</u>	<u>135</u>

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Interest income	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

4 Expenditure on raising funds

Costs of raising funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Costs of raising funds	<u>-</u>	<u>-</u>	<u>-</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Costs of raising funds	<u>1,393</u>	<u>-</u>	<u>1,393</u>

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

5 Analysis of expenditure on charitable activities

Summary by fund and expenditure type

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Food purchases	75,263	657	75,919
Closing stock	(6,000)	-	(6,000)
Small equipment and consumables	150	5,525	5,675
Events	770	-	770
Awards and admin costs	19,395	6,313	25,708
Bank and finance charges	-	211	211
Computer software and maintenance	240	44	284
Printing, stationary and phone	-	591	591
Governance costs	800	-	800
Rent and waste	7,431	1,000	8,431
Training	-	104	104
Delivery costs	-	690	690
Depreciation	1,300	-	1,300
	<u>99,348</u>	<u>15,135</u>	<u>114,483</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Computer costs	<u>44</u>	<u>-</u>	<u>44</u>

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

6 Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Total funds 2023 £
Costs (note 5)	114,483	114,483
	Activities undertaken directly 2022 £	Total funds 2022 £
Costs (note 5)	44	44

7 Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).
During the year ended 31 July 2023, no Trustee expenses have been incurred (2022 - £NIL).

8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

9 Financial instruments

	2023 £	2022 £
Financial assets		
Financial assets measured at fair value through income and expenditure	30,305	7,128

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

10 Tangible fixed assets

	Equipment £	Total £
Cost:		
As at 1 August 2022	-	-
Additions	6,500	6,500
As at 31 July 2023	6,500	6,500
Depreciation:		
As at 1 August 2022	-	-
Charge for the year	1,300	1,300
As at 31 July 2023	1,300	1,300
Net book value:		
As at 1 August 2022	-	-
As at 31 July 2023	5,200	5,200

11 Stock

	2023 £	2022 £
Ambient food	6,000	-

12 Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	15,000	-
Deferred equipment donations	1,300	-
	16,300	-

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

13 Creditors: Amounts falling due after more than one year

	2023	2022
	£	£
Deferred equipment donations	3,900	-
	3,900	-

14 Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	5,200	-	5,200
Current assets	26,528	3,776	30,305
Current liabilities	(5,200)	-	(5,200)
	26,528	3,776	30,305

Analysis of net assets between funds - prior year

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Current assets	7,128	-	7,128

FOOD FOR THOUGHT DAVENTRY
(A charitable incorporated organisation)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

15 Funds

	Balance at 1 August 2022	Incoming resources	Resources expended	Balance at 31 July 2022
	£	£	£	£
Unrestricted funds	7,128	118,749	(99,348)	26,529
Restricted funds	-	18,911	(15,135)	3,776
Total Funds	<u>7,128</u>	<u>137,660</u>	<u>(114,483)</u>	<u>30,305</u>

Brixworth Parish Council

Councillor Absence Policy



Document Number	MC02
Adopted	February 2024
Reviewed	N/A
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1.0 Policy Statements and Aims

1.1 The aim of this policy is to give key guiding principles to ensure all Members are aware of the protocol surrounding absence from council meetings and the giving of apologies, thus providing accountability for Members. In addition, this policy also ensures the appropriate governance of council meetings is upheld by:

- Council meetings being administered efficiently and effectively.
- Council meetings not being inquorate.
- Permitting the rescheduling of meetings in a timely manner.

1.2 As holders of office, all Councillors have a duty to attend council meetings and in accordance with LGA 1972 sch.12 s10(a)(b), are summoned to do so. Every effort should be made to attend council meetings, but Brixworth Parish Council recognises that Council Members may, on occasion, be unable to attend meetings and require a leave of absence. Permitted leave includes, but is not limited to, serving in the military (i.e. serving the Crown), prior or work commitments, emergencies, paternity or maternity leave, compassionate leave, or ill health.

1.3 By Council holding a policy that entitles Members to take permitted leave, it will contribute towards increasing the diversity of experience, age, and background of local authority Councillors. It will also assist with retaining experienced Members and making public office more accessible to individuals who might otherwise feel excluded from it.

1.4 There is at present no legal right to permit leave for Members but by adopting this policy, Brixworth Parish Council agrees that it supports its Members whilst ensuring best practice and governance.

2.0 Apologies for Absence

2.1 Should a Member need to be absent from a council meeting, apologies must be submitted to the Proper Officer (Clerk) in advance of the meeting taking place.

2.2 All apologies must be submitted in writing via email as soon as practicably possible, indicating the reason for absence.

- 2.3 Apologies must be submitted by no later than **4pm on the day of the meeting**, to ensure they are received in time to be presented to council for acceptance and approval, and to also allow sufficient time to cancel a meeting should it become inquorate.
- 2.4 Apologies will only be accepted and approved by council if a reason for the absence has been given.
- 2.5 Members are at liberty to provide apologies and a reason for absence from future council meetings in advance, should they already have a prior commitment which prohibits them attending a particular council meeting during the council year.
- 2.6 Apologies cannot be accepted from a third party.
- 2.7 In accordance with The Good Councillors Guide and as outlined in section 1.2, an adequate reason for absence needs to be given. Apologies cannot be given due to a Member merely not wanting to attend a meeting.
- 2.8 In accordance with LGA 1972 s85(1), should a Member not attend a meeting for a period of six consecutive months, they will automatically cease to be a member of Brixworth Parish Council, unless the failure to attend was due to a 'statutory excuse' or reason approved by council.
- This ruling, covers apologies for all council meetings, including those of committees or sub-committees in which the Member may be a part of.
- 2.9 The period begins from the date of the last meeting attended.
- 2.10 Pursuant to LGA 1972 s85(3), the six-month rule is not activated should the Councillor be a member of His Majesty's armed forces or a person whose employment is in the service of His Majesty and in connection with war or an emergency.
- Time of war is a statutory excuse to be absent for more than 6 months, and so is such service under the Crown in connection with a war or emergency as the Secretary of State's opinion entitles the Member to relief of disqualification on account of absence and they shall not cease to be a member of council by reason only of failure to attend meetings.

3.0 Extended Periods of Absence

- 3.1 Should an extended leave of absence be required, Members are expected to submit a written application to the Proper Officer (Clerk) requesting such leave, detailing the reason and duration for the absence for council to consider.
- 3.2 With the exception of a Member serving the Crown, an extended leave of absence may only be granted in certain circumstances which are deemed to be outside of the Member's control, e.g. prolonged ill health. It cannot be granted due to a Member merely requiring a sabbatical from their duties.
- 3.3 Should an extended leave of absence be accepted and approved by council, it can be for no more than 5 months to ensure adherence to protocol and to prohibit the six-month rule from being activated. The Member will also be expected to confirm to what extent they intend to communicate with council whilst absent.
- 3.4 Before the end of the five months, contact must be made with the Proper Officer (Clerk) to discuss the Members' return to council, or to give further apologies and a reason for absence.
- 3.5 If an extended leave of absence covers an election period, the Member will still be expected to complete and submit their election papers to the Proper Officer (Clerk), should they wish to remain a Member of Brixworth Parish Council.

4.0 Recording and Publishing of Member Attendance

- 4.1 To ensure adherence to protocol, all meeting agendas must contain a section for acceptance and approval of Member apologies/absence.
- 4.2 In accordance with LGA 1972 sch.12 para. 40, all Members present at the meeting must be recorded in the minute record for every meeting, which also prevents the six-month rule from being activated.
- 4.3 The minute record should be restricted to confirming the Member absence only, and clearly stating that the reason for absence was accepted and approved by council.
- 4.4 A separate, unpublished register of members' meeting attendance is also held by the Clerk and updated monthly.

- 4.5 If no apologies are received, this will be recorded in the minutes as
‘There were no apologies or reason for absence received for Cllr X’.
- 4.6 If apologies are received but do not give a reason for absence, this will be recorded in the
minutes as ‘Apologies were received for Cllr X but not accepted’.