CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/2025 Period start date To 31/12/2025 Period end date

Charity name: Pontefract Community Kitchen

Charity registration number: 1182510

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	**The relief and prevention of poverty in Pontefract and the surrounding areas By means of food provision, information, Advice, guidance, education and any other means deemed appropriate by the trustees.**
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	**Providing both onsite and outreach in the form of hot cooked meals, food parcels and clothing.**
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	**By providing the provision to service users of food / clothing, this has helped families and individuals with financial struggles.** **Provisions given to homeless service users of tents / sleeping bags etc so that they do not have to sleep in the open elements.** **Providing overflow support for local food banks and probation / police etc.**

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	**Income for the year has continued to be concerning, being at lower levels than previous year.**
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	**As above.**
Amount of reserves held	Para 1.22	**£27,892**
Reasons for holding zero reserves	Para 1.22	**n/a**
Details of fund materially in deficit	Para 1.24	**n/a**
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	**There are concerns over the premises used by the service, which may affect the future viability of the service.**

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	**CIO**
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	**The trustees are nominated by current trustee members and have to be seconded.**

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Pontefract Community Kitchen
Other name the charity uses	
Registered charity number	1182510
Charity's principal address	Unit 8 Horsefair House Horsefair Precinct, Horsefair Pontefract WF8 1PE

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	Ann Lancaster	Chair Person	2019-ongoing	
2	Erna Steele	Secretary	2019-ongoing	
3	Louise Pugh		2019-ongoing	
4	Jennifer Harris	Treasurer	2021-ongoing	
5				
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)

Receipts and payments accounts

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For the period from	Period start date	To	Period end date

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	2,452	-	-	2,452	20,076
Fundraising	1,608	-	-	1,608	2,456
Grants	12,131	-	-	12,131	21,817	
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	16,191	-	-	16,191	44,349
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	16,191	-	-	16,191	44,349
A3 Payments					
Cleaning	-	-	-	-	583
Depreciation	97	-	-	97	97
Heating, Lighting and Insurance	6,787	-	-	6,787	6,803
motor	549	-	-	549	1,623
PPS	30	-	-	30	153
Repairs and Renewals	628	-	-	628	5,457
Welfare (food/clothing etc)	14,641	-	-	14,641	20,182
Sundry	1,140			1,140	996
WMDC-council tax	751			751	196
WMDC-waste	667	-	-	667	636
Training	96	-	-	96	53
Sub total	25,386	-	-	25,386	36,779
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	25,386	-	-	25,386	36,779
Net of receipts/(payments)	- 9,195	-	-	- 9,195	7,570
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 9,195	-	-	- 9,195	7,570

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

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Bank	27,892	-	-
		-	-	-
		-	-	-
	Total cash funds	27,892	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval