

APPENDIX 1

OSCR

Scottish Charity Regulator

Office of the Scottish Charity Regulator

| Trustees' Annual Report for the period |                   |       |      |    |                 |       |      |
|----------------------------------------|-------------------|-------|------|----|-----------------|-------|------|
|                                        | Period start date |       |      |    | Period end date |       |      |
|                                        | Day               | Month | Year |    | Day             | Month | Year |
| From                                   | 01                | 04    | 2025 | To | 31              | 03    | 2026 |

Reference and administration details

|                                 |                         |
|---------------------------------|-------------------------|
| Charity name                    | Cupar Foodbank          |
| Other names charity is known by |                         |
| Registered charity number       | SC046892                |
| Charity's principal address     | 21 St. Catherine Street |
|                                 | Cupar                   |
|                                 | Fife                    |
|                                 | Postcode KY15 4TA       |

Names of the charity trustees on date of approval of Trustees' Annual Report

|    | Trustee name     | Office (if any)       | Dates acted if not for whole year                        | Name of person (or body) entitled to appoint trustee (if any) |
|----|------------------|-----------------------|----------------------------------------------------------|---------------------------------------------------------------|
| 1  | Lynne Innes      | Chairperson           |                                                          |                                                               |
| 2  | William Atkinson | Vice Chair            |                                                          |                                                               |
| 3  | Keith Haig       | Treasurer             |                                                          |                                                               |
| 4  | Margaret Kennedy | Secretary             |                                                          |                                                               |
| 5  | John Dow         |                       | 1 <sup>st</sup> April 2025 to 30 <sup>th</sup> June 2026 |                                                               |
| 6  | Karen Caldwell   |                       |                                                          |                                                               |
| 7  | Stephen Stewart  |                       |                                                          |                                                               |
| 8  | Lynn Atkinson    |                       |                                                          |                                                               |
| 9  | Susan Duff       | 19 May 2026 (started) |                                                          |                                                               |
| 10 |                  |                       |                                                          |                                                               |
| 11 |                  |                       |                                                          |                                                               |
| 12 |                  |                       |                                                          |                                                               |
| 13 |                  |                       |                                                          |                                                               |
| 14 |                  |                       |                                                          |                                                               |
| 15 |                  |                       |                                                          |                                                               |
| 16 |                  |                       |                                                          |                                                               |
| 17 |                  |                       |                                                          |                                                               |

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

| Name |  |
|------|--|
|      |  |
|      |  |
|      |  |
|      |  |
|      |  |

## Structure, governance and management

### Type of governing document

Cupar Foodbank operates under a formal Constitution, which serves as its principal governing document. This framework outlines the organisation's purpose, governance structure, and operational procedures, ensuring transparency, accountability, and adherence to charitable principles.

### Trustee recruitment and appointment

We actively seek to appoint trustees from the local community who demonstrate a genuine interest in addressing food poverty and supporting the mission of the foodbank. Individuals who wish to be considered for a trustee role are invited to complete an application form and provide referees which are taken up if the application is progressed. As part of the recruitment process, applicants are welcomed to visit the foodbank, where they will have the opportunity to meet with the manager, volunteer coordinator, and members of the volunteer team. This engagement provides valuable insight into the daily operations and ethos of the organisation. Prospective trustees are then invited to attend a trustee meeting as observers. Following this, both the applicant and the board may reflect and decide whether to move forward with a formal nomination to the trustee board.

## Objectives and activities

**Charitable purposes**

Cupar Foodbank operates as a non-profit distributing charity, with its primary objectives centred on the prevention and alleviation of poverty, and the support of individuals and families in need. This is achieved through the distribution of food and by facilitating access to welfare services within the community—striving ultimately to enhance the overall quality of life for beneficiaries.

**Summary of the main activities in relation to these objects**

- Cupar Foodbank offers short-term emergency provision of food parcels—typically covering three days—for individuals and families facing crisis situations.
- Our immediate priority is to alleviate hunger and provide vital relief during times of acute need.
- Beyond the provision of food, we are committed to longer-term impact.
- People attending the foodbank receive guidance and signposting toward external services—including benefits, housing and mental health support—that can help stabilise their situation and reduce the likelihood of needing the foodbank in the future.

**APPENDIX 1**

**Achievements and performance**

Summary of the main achievements of the charity during the financial period

Christmas Hampers

In 2025, Cupar Foodbank distributed 126 emergency hampers to individuals and families in need—a slight reduction from 135 hampers provided in 2024. These vital parcels supported a total of 386 people, including 151 children and young people.

Overall amount distributed in 2025 was 20,312kg, which was 1,368kg less than in 2024. However, the amount distributed directly to clients was 1,714kg higher than 2024. This was in part due to distribution to other food poverty outlets and the amount of stock disposed both fell significantly, mainly because fewer items passed their best before date.

Donations were higher in 2025 than for 2024 which was driven by increased donations from individuals, community groups and businesses.

Activities

- Our Café space remains a welcoming space for clients for tea, coffee, and conversation, while giving them greater choice in the food items they receive.
- The Home Zone continues to be utilised to support those in need with essential items such as clothing, bedding, and crockery.
- We continued strong collaboration with our FIO, enhancing the Financial Inclusion support we offer to clients.
- There was a considerable amount of work promoting Cupar Foodbank via social media, direct communication and various outreach activities that have resulted in greater reach and engagement throughout the local community.
- Continued engagement with local schools and groups through visits to the Foodbank and outreach to their premises.
- Volunteer numbers rose to 24, with 6 new volunteers having been recruited within the last year.
- Teamwork has remained strong—with a couple of joyful social events bringing everyone together and training events to ensure growth and development.
- With a growing board, we are taking an active role in driving the foodbank’s strategic development going forward..

Financial review

Brief statement of the charity’s policy on reserves

Cupar Foodbank maintains a Reserves Policy to ensure financial stability and continuity of service. This policy designates a portion of unrestricted funds—excluding those tied up in fixed assets—for key reserve allocations:

- **Potential Relocation of Premises**  
The Foodbank may be required to relocate from its current premises which it occupies on very favourable terms to alternative premises which would have a much higher cost base.
- Following the end of the Trussell Trust funded CARF financial management advice service, we plan to facilitate wider Holistic Advice for our service users by recruiting a suitably skilled person, which would be internally funded.

The charity routinely reviews its reserve levels and is confident that adequate funds are in place to meet these commitments

**Details of any deficit**

N/A

**Donated facilities and services (if any)**

We occupy premises owned by Fife Council on very favourable terms, helping us to allocate more resources directly toward supporting our clients.

**3**

## APPENDIX 1

### Other optional information

### Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**  
*OSCR will accept  
digital or typed  
signatures*

*Lynne Innes*

*Keith Haig*

|                              |              |              |
|------------------------------|--------------|--------------|
| <b>Full name(s)</b>          | Lynne Innes  | Keith Haig   |
| <b>Position (e.g. Chair)</b> | Chairperson  | Treasurer    |
| <b>Date</b>                  | 14 July 2026 | 14 July 2026 |