

## REPORT TO KINCARDINE AND MEARNS AREA COMMITTEE – 23 August 2022

### ABERDEENSHIRE CHARITIES TRUST (ACT2) APPLICATIONS

#### 1 Executive Summary/Recommendations

- 1.1 This report seeks consideration of a deferred application from a group for ACT2 funding as follows:

Group	Amount Applied for	Ward and Trust Purpose	Funding Use
The Haven	£1,000.00	Ward 18 – The prevention or relief of poverty	To purchase fresh and healthier food options to be accessible to visitors of the Food Larder

#### 1.2 The Committee is recommended to:

- 1.2.1 **Consider the application for ACT2 funding (Ward 18: the relief of poverty) from The Haven, Stonehaven for up to £1,000.00 and determine whether to approve and reject the application,**

#### 2 Decision Making Route

- 2.1 Aberdeenshire Council is responsible for administering a number of individual charitable trusts which are now amalgamated into ACT2 (Aberdeenshire Charities Trust). The Trust is divided according to Ward Area and subdivided according to various purposes outlined within the trust deed and in keeping with its original purpose. The routine administration of the Trust has been delegated to Area Committees.
- 2.2 The Committee most recently reviewed the minimum/maximum award thresholds at its meeting on 22 March 2022 (Item 6) and agreed that the current thresholds remained appropriate, see **Appendix 1**.

#### 3 Discussion

- 3.1 The Committee is asked to consider the following deferred application from the Haven, Stonehaven. The application was considered by the Area Committee on the 14 June 2022 when Members deferred it to seek further information with regard to balances within the applicant's account. At the time of the application the Haven was a Social Enterprise, however, the Haven have advised that their Charitable status from OSCR was approved and published on their website on Thursday 23rd June 2022.

## The Haven in Stonehaven

- 3.2 The Haven Community Larder has over 509 members. The application is for £1,000.00 to purchase fresh fruit, vegetable, butter, eggs and milk. The funding will help assist with the purchase of fresh items to allow the Larder to offer healthier options. See **Appendix 2** for further details.
- 3.3 The Haven as requested have submitted the following supporting documents, Haven Reserve Policy- **Appendix 3**, Haven Partnership List – **Appendix 4**, The Haven Food Spend – **Appendix 5**, Haven Helper Volunteers – **Appendix 6**. The Haven is currently operating from its reserves and their current balance as of 31 May 2022 was £66,637.31.
- 3.4 As an organisation they aim to hold a minimum reserve to cover three months operating costs and funds to purchase food supplies in reserves, totalling £25,316.00, however, they aim to try and hold a maximum six months totalling £50,633.00.
- 3.5 The award if approved would be tied to the purchase of fresh food items specifically for the Larder, receipts would be requested along with the completion of a feedback form.

## 4 Council Priorities, Implications and Risk

- 4.1 The report helps to deliver the following Council priorities: Our People Education and Health and Wellbeing.
- 4.2 The table below shows whether risks and implications apply if the recommendations are agreed.

Subject	Yes	No	N/A
Financial	X		
Staffing			X
Equalities and Fairer Duty Scotland			X
Children and Young People's Rights and Wellbeing			X
Climate Change and Sustainability			X
Health and Wellbeing			X
Town Centre First			X

4.3 The funding available for the relevant ward and trust purpose is:

<b>Ward and purpose</b>	<b>Revenue (Available for Grant Funding)</b>	<b>Capital</b>
Ward 18 – any of the purposes of ACT2	£805.97	£0.00
Ward 18 – prevention/relief of poverty and those in need	£194.18	£0.00
<b>Total</b>	<b>£1,000.15</b>	

4.4 The screening section as part of Stage One of the Integrated Impact Assessment process has not identified the requirement for any further detailed assessments to be undertaken.

4.5 The following Risks have been identified as relevant to this matter on a Corporate Level; ACORP001 Budget Pressures (see Corporate Risk Register). No risks have been identified as relevant to this matter on a Strategic Level.

## **5 Scheme of Governance**

5.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and any comments are incorporated within the report and they are satisfied that the report complies with the Scheme of Governance and relevant legislation.

5.2 The Council is able to consider and take a decision on this item in terms of Section B.2.1 of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to the administration of trusts controlled by the Council for the benefit of their Area.

**Alan Wood**

**Director of Environment and Infrastructure Services**

Report prepared by Emma Storey, Kincardine and Mearns Area Committee Officer  
Date: 5 August 2022

### **List of Appendices**

Appendix 1 – Maximum and Minimum Grant Levels

Appendix 2 – The Haven Application Form

Appendix 3 - Haven Reserve Policy

Appendix 4 - Haven Partnership List

Appendix 5 - The Haven Food Spend

Appendix 6 - Haven Helper Volunteers

## Appendix 1 - Maximum and Minimum Grant Levels

<b>WARD 17 – NORTH KINCARDINE Newtonhill and Portlethen</b>					
	Trust Purpose	Applicant	Minimum	Maximum	
	Prevention or relief of poverty	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage	Individual	None	£500.00	
		Organisation	None	£1,000.00	
<b>WARD 18 – STONEHAVEN AND LOWER DEESIDE Drumoak and Stonehaven</b>					
	Trust Purpose	Applicant	Minimum	Maximum	
	Prevention or relief of poverty	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Advancement of education	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Advancement of health	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Advancement of citizenship and community development	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Advancement of the arts, heritage, culture or science	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Advancement of public participation in sport	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Provision of recreational facilities, or the organisation of recreational activities, with the object of Improving the conditions of life for the persons for whom the facilities or activities are primarily attended	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Advancement of environmental protection or improvement	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	<b>WARD 19 – MEARNS Fettercairn, Gourdon, Inverbervie, Johnshaven, Laurencekirk and St. Cyrus</b>				
		Trust Purpose	Applicant	Minimum	Maximum
	Prevention or relief of poverty	Individual	None	£500.00	
		Organisation	None	£1,000.00	
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage	Individual	None	£500.00	
		Organisation	None	£1,000.00	

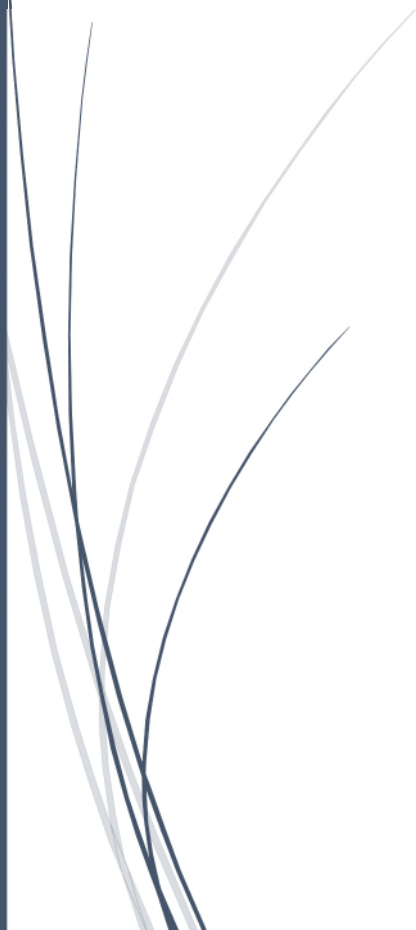
# Online Application Form for Group/Organisation

## **ACT2 (Aberdeenshire Charities Trust)**

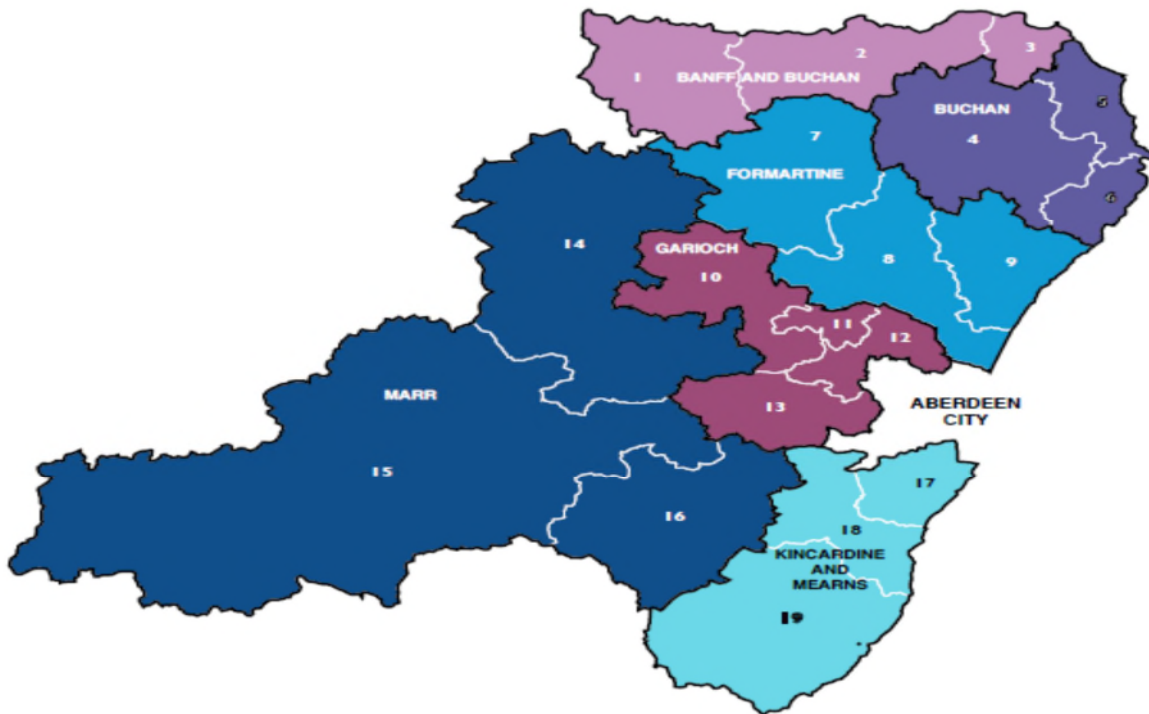
Registered Charity Number: [SC045539](#)

### **Registered Office**

Aberdeenshire Council,  
Woodhill House,  
Westburn Road,  
Aberdeen,  
AB16 5GB



**Areas Covered**



Individuals that live in any of the areas specified in Section 3 of this application or who can demonstrate that they have a reasonable connection to these areas can apply for funding. In addition to this, individuals **may only apply for funding if the purpose of the funds meets the purposes detailed for that area.**

Companies, associations and any other organisations who provide services, projects or facilities in the areas specified, that are in keeping with the purposes detailed below may apply for funding.

**PLEASE NOTE:** only **one** application per person/company/organisation can be submitted within a financial year (from 1<sup>st</sup> of April to 31<sup>st</sup> of March the following year) for funding from a particular ward.

**How to apply for Funding**

In order to apply for funding, the application form found on page 5 of this guidance should be completed as fully and accurately as possible.

When you have completed your application, please submit the form to your local area manager:

<b>BANFF AND BUCHAN</b>	<p><b>Area Manager</b> Banff and Buchan Area Office Town House, 34 Low Street, Banff, AB45 1AN</p> <p><b>Email:</b> <a href="mailto:banffandbuchanamo@aberdeenshire.go.uk">banffandbuchanamo@aberdeenshire.go.uk</a></p>
<b>BUCHAN</b>	<p><b>Area Manager</b> Buchan Area Office Buchan House</p>

	<p>St. Peter Street Peterhead, AB42 1QF</p> <p><b>Email:</b> <a href="mailto:buchan@aberdeenshire.gov.uk">buchan@aberdeenshire.gov.uk</a></p>
<b>FORMARTINE</b>	<p><b>Area Manager</b> Formartine Area Office 29 Bridge Street Ellon, AB41 9AA</p> <p><b>Email:</b> <a href="mailto:formartine@aberdeenshire.gov.uk">formartine@aberdeenshire.gov.uk</a></p>
<b>GARIOCH</b>	<p><b>Area Manager</b> Garioch Area Office Gordon House Blackhall Road Inverurie AB51 3WB</p> <p><b>Email:</b> <a href="mailto:garioch@aberdeenshire.gov.uk">garioch@aberdeenshire.gov.uk</a></p>
<b>KINCARDINE AND MEARNS</b>	<p><b>Area Manager</b> Kincardine and Mearns Area Office Viewmount Arduthie Road Stonehaven, AB39 2DQ</p> <p><b>Email:</b> <a href="mailto:kincardineandmearns@aberdeenshire.gov.uk">kincardineandmearns@aberdeenshire.gov.uk</a></p>
<b>MARR</b>	<p><b>Area Manager</b> Marr Area Office School Road Alford, AB33 8TY.</p> <p><b>Email:</b> <a href="mailto:marr@aberdeenshire.gov.uk">marr@aberdeenshire.gov.uk</a></p>

Where additional information is required, please ensure that all material which is to be submitted alongside your application is securely attached to the form. It is recommended that you retain a copy of your application for your records. No responsibility will be taken for items lost or delayed in the post. A written acknowledgement will be sent to you on receipt of your application.

#### Validation Process

When your application is received it will be:-

- (a) Acknowledged in writing.
  
- (b) Validated to ensure that the information provided is accurate and that the reason for funding is in line with the trust purposes.

- (c) If it is valid the application will be presented before the trustees at the next meeting of the Trust.
- (d) If the application is rejected, the Area Manager will write to the applicant with an explanation of the outcome.

**WE ENDEAVOUR TO VALIDATE EACH APPLICATION WITHIN 2 WEEKS FROM THE DATE THAT THE APPLICATION IS RECEIVED WITH THE AIM OF PROVIDING A DECISION REGARDING THE OUTCOME OF THE VALIDATION PROCESS WITHIN A PERIOD OF 8 WEEKS.**

**Please Note: the final decision on the validity of an application will be taken by the Trustees in consultation with the appropriate legal and financial advisors.**

### **Meeting of the Trust**

If the application is valid, the application will be presented to the Trustees at the next meeting of the Trust. The applicant or in the case of a company or organisation, the individual who submitted the application on behalf of the company or organisation, will be invited to attend the Trust meeting.

Where an application for funding is being heard at a meeting of the Trust, this meeting will not be open to the public.

Where the applicant has requested an opportunity to speak to the application in the meeting, he or she will have a permitted period of up to five minutes, or any other period as may be determined by the Chair, to speak. An appropriate period of time will be allocated whereby any of the Trustees may ask a question regarding the application.

Where the applicant does not wish to speak, the Chair will allow an appropriate period for the Trustees to ask any relevant questions that relate to the application presented.

Once all questions regarding the application have been concluded, the Trustees will discuss the application before them.

Once the application has been discussed, a decision will then be made to:

- (a) Approve the application and provide funding the applicant.
- (b) Reject the application, or,
- (c) Instruct some further action (if this is required).

The Area Manager will then write to the applicant within ten working days providing a formal statement of the outcome of the Hearing.

**Please Note: that the Trust's decision is final and cannot be appealed.**

### **Contact for Further Information**

If you require any further information about submitting an application or any further guidance regarding the process, please contact your local area manager.



**ABERDEENSHIRE CHARITABLE TRUST FUND**

**ONLINE APPLICATION FORM – GROUP / ORGANISATION**

**SECTION 1**

**Name**

*Please provide the name of your group or organisation that is applying for funding.*

The Haven in Stonehaven

**Name of main contact in the group**

*If you are a group, please provide details of an individual who we can contact and to whom all correspondence will be sent.*

Title                    Mrs

First Name            Julie

Surname                Gray

**Position held in group if applicable**

Heid Haven Helper (Volunteer  
coordinator/Community Larder Manager)

**Full Address for Correspondence**

c/o The Haven, 3 Market Square Buildings, Stonehaven, AB39 2BY

**Email Address**

havenhelpersstonehaven@gmail.com

**Contact telephone number**

[REDACTED]

**SECTION 2**

**Type of Group**

Registered Charity	<input type="checkbox"/>	Registered Charity	<input type="checkbox"/>
Voluntary	<input type="checkbox"/>		
Company	<input type="checkbox"/>	Company Number	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>		

If other, please provide further information:

The Haven in Stonehaven is currently a Social Enterprise but a submission to OSCR has been made for Charitable status as a Charitable Company Limited by Guarantee.

Do you have a constitution?

- Yes  
 No

If yes please attach a copy of your constitution to this application.

**SECTION 3**

Please select the appropriate Council Ward Area and the relevant trust purpose relating to that area by ticking the appropriate box in the table below:

<b>ABERDEENSHIRE WIDE FUNDING</b>	
<b>Trust Purpose</b>	
<b>This funding is specifically for war-wounded service personnel</b>	
<input type="checkbox"/>	The prevention or relief of poverty
<input type="checkbox"/>	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.
<b>Which area do you reside in?</b>	
<input type="checkbox"/>	Banff and Buchan
<input type="checkbox"/>	Buchan
<input type="checkbox"/>	Formartine
<input type="checkbox"/>	Garioch
<input type="checkbox"/>	Kincardine and Mearns
<input type="checkbox"/>	Marr

<b>BANFF AND BUCHAN</b>		
<b>WARD 1 – BANFF AND DISTRICT</b> Aberchirder, Banff, Portsoy and Whitehills		
<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
The prevention or relief of poverty	£100.00	£1,000.00
The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00
<b>WARD 2 – TROUP</b> Gardenstown, Macduff, Rosehearty and Sandhaven		
<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
The prevention or relief of poverty	£100.00	£1,000.00
The advancement of public participation in sport	£100.00	£1,000.00
Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00
<b>WARD 3 – FRASERBURGH AND DISTRICT</b> Cairnbulg, Fraserburgh and Inverallochy		
<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
The prevention or relief of poverty	£100.00	£1,000.00
The advancement of education.	£100.00	£1,000.00
The advancement of health.	£100.00	£1,000.00
The advancement of community development.	£100.00	£1,000.00
The advancement of the arts, heritage, culture or science.	£100.00	£1,000.00
The advancement of public participation in sports.	£100.00	£1,000.00
The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.	£100.00	£1,000.00
The advancement of environmental protection or improvement.	£100.00	£1,000.00
The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00

<b>BUCHAN</b>		
<b>WARD 4 – CENTRAL BUCHAN</b> Fetterangus, Longside, Maud, Mintlaw, New Deer, New Pitsligo, Strichen and Stuartfield.		
<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
The prevention or relief of poverty	None	£1,000.00
The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00
<b>WARD 5 – PETERHEAD NORTH AND RATTRAY</b> Crimond, St. Combs, St. Fergus and Peterhead		
<b>Trust Purpose</b>	<b>Minimum Grant</b>	<b>Maximum Grant</b>
The prevention or relief of poverty	None	£1,000.00
The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00

<b>FORMARTINE</b>			
<b>WARD 7 – TURRIFF AND DISTRICT</b> Cuminestown, Fyvie, Rothienorman and Turriff			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	£100.00	£1,00.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,00.00
<b>WARD 8 – MID-FORMARTINE</b> Balmedie, Oldmeldrum, Pitmedden, Potterton and Tarves			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The advancement of the arts, heritage, culture or science.	£100.00	£1,000.00

<b>GARIOCH</b>			
<b>WARD 10 – WEST GARIOCH</b> Insch and Kemnay			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00
<b>WARD 11 – INVERURIE AND DISTRICT</b> Inverurie and District Area			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	£100.00	£1,000.00
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00
<b>WARD 12 – EAST GARIOCH</b> Blackburn, Kintore and Newmachar			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00

<b>KINCARDINE AND MEARNES</b>			
<b>WARD 17 – NORTH KINCARDINE</b> Newtonhill and Portlethen			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	None	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00
<b>WARD 18 – STONEHAVEN AND LOWER DEESIDE</b> Drumoak and Stonehaven			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
<b>X</b>	The prevention or relief of poverty	None	£1,000.00
	The advancement of education.	None	£1,000.00

	The advancement of health.	None	£1,000.00
	The advancement of citizenship and community development.	None	£1,000.00
	The advancement of the arts, heritage, culture or science.	None	£1,000.00
	The advancement of public participation in sport.	None	£1,000.00
	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.	None	£1,000.00
	The advancement of environmental protection or improvement.	None	£1,000.00
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00
<b>WARD 19 – MEARNIS</b>			
<b>Fettercairn, Gourdon, Inverbervie, Johnshaven, Laurencekirk and St. Cyrus</b>			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	None	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	None	£1,000.00

<b>MARR</b>			
<b>WARD 14 – HUNTLY, STARTHBOGIE AND HOWE OF ALFORD</b>			
<b>Alford, Huntly and Rhynie</b>			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	£100.00	£2,000.00
	The advancement of education.	£100.00	£2,000.00
	The advancement of health.	£100.00	£2,000.00
	The advancement of citizenship and community development.	£100.00	£2,000.00
	The advancement of the arts, heritage, culture or science.	£100.00	£2,000.00
	The advancement of public participation in sport.	£100.00	£2,000.00
	The provision of recreational facilities, or the organization of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.	£100.00	£2,000.00
	The advancement of environmental protection or improvement.	£100.00	£2,000.00
	Relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£2,000.00
<b>WARD 15 – ABOYNE, UPPER DEESIDE AND DONSID</b>			
<b>Braemar, Ballater, Aboyne, Tarland and Torphins</b>			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00
<b>WARD 16 – BANCHORY AND MID-DEESIDE</b>			
<b>Banchory</b>			
<b>Trust Purpose</b>		<b>Minimum Grant</b>	<b>Maximum Grant</b>
	The prevention or relief of poverty	£100.00	£1,000.00
	The advancement of the arts, heritage, culture or science.	£100.00	£1,000.00
	The relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.	£100.00	£1,000.00

How much money are you applying for?

£1,000

Briefly describe why these funds are required? *(If the funding relates to a project, proposal or activity, please include evidence of need for this project).*

The funds are required to purchase fresh fruit, vegetables, eggs, butter, healthy cereals, milk, canned pulses and canned fish for the Haven Community Larder that is based in the Stonehaven Community Centre. Larder members increasingly face rising food insecurity, fuel and income poverty. For many Larder members their main sources of protein come from highly processed, canned goods which are not nutritionally varied and not particularly healthy we wish to offer healthier options at the Larder.

We ran a Healthy Choice campaign from November until mid January (Impact report has been submitted to Aberdeenshire Council). Fresh fruit and veg, eggs, milk and healthy cereals were made available in the Larder. We completed a snap survey to gauge impact and 31 out of 36 visitors stated that they thought their diet was healthier due to being able to access fresh produce and cereal in the Larder. We wish to build on the good practice of healthier eating through having healthy options available to Larder members.

Who will the funding help and how?

The Community Larder currently has 509 members as of 21/03/22. The funding will help those in the community with food insecurity access fresh and healthier options that they cannot afford to access in the local supermarkets due to rising costs. The nearest budget supermarket is in Portlethen and due to public transport costs this is inaccessible to many Larder visitors.

How will the funds help to relieve need?

The funds will help to relieve need by providing healthier options and increased choice improving Larder visitors physical and mental wellbeing. By Larder visitors having choice it reduces stigma and food waste for those visiting the Community Larder.

Please provide information relating to your most recent accounts

Year Ending 20/21

Total Income	£ 165,705
--------------	-----------

Minus Total Expenditure	- £101, 542
Equals Surplus/Deficit for the Year	= £64,163
Savings (Cash, Investments, Reserves)	£ 92,697

Have you applied for, or do you intend applying for funds from other bodies, for the project described in this application? If so please tell us how much you have applied for, or intending to apply for.

Food is an exhaustible commodity therefore we apply for various funding throughout the year to ensure we can address food insecurity and tackle poverty related issues. We sign post Larder visitors to other organisations daily to address the income poverty related issues that Larder visitors experience.

We have applied for £2,000 Funding from the Aberdeenshire Council Community Food fund for a progression of the Healthy Choices Project called Future Healthy Choices. We hope to develop a range of healthy recipes that Larder visitors can try free of charge with a related recipe.

Have you previously submitted an application for funding from ACT2?

Yes

No

If so, please provide the following details in respect of each application you have made.

- The date of the application
- The applicable Area and Ward
- The purpose for which funding was sought
- The overall amount of funding sought
- The outcome of the decision (granted / refused / pending)

Do you propose to apply for further funding from ACT2 within this financial year?

- Yes  
 No

If so, please note that you may only make one application for funding per ward within a 12 month period.

**PLEASE INCLUDE WITH YOUR APPLICATION A COPY OF YOUR MOST RECENT AUDITED ACCOUNTS.**

**Please provide us with your Bank Details**

Building Society/Bank Name

Name of the Account Holder

Account Number

Sort Code

--	--

**PLEASE NOTE THAT IN SOME CASES THE TRUSTEES WILL REQUIRE A REPORT DETAILING HOW THE MONEY WAS USED AND HOW IT WAS BENEFICAL. IF REQUESTED THIS REPORT SHOULD BE PRODUCED WITHIN 12 MONTHS FROM THE DATE ON WHICH THE MONEY WAS RECEIVED.**

**SECTION 4**

If your application is valid it will be presented before the Trustees at a Trust Meeting. Please indicate whether you wish to address the Trustees regarding your application at the meeting.

- Yes, I would like to speak **I can speak if required to answer questions.**  
 No, I do not wish to speak



To the best of my knowledge, the information given on this form gives a true and accurate account of the circumstances of the organisation, group or association (delete as appropriate).

Signed



Date

23<sup>rd</sup> March 2022

**Data Protection Statement**

Aberdeenshire Council is collecting this data in order to gather the information required to decide whether or not you are eligible for funding provided by the Aberdeenshire Charitable Trust. Where the applicant is successfully approved to receive funding, these details shall be retained until all funds have been transferred to the applicant. Once transferred, all information relating to the applicant shall be securely destroyed.

Any information and data provided to Aberdeenshire Council shall remain at all times the property of the Council and will be treated in the strictest of confidence, under the Data Protection Act 1998. All personal data acquired by the Council shall only be used for the purposes specified in this form and shall not be further processed or disclosed without your explicit consent.

The Council shall take all reasonable precautions to preserve the integrity and prevent any corruption or loss, damage or destruction of your data and information. This information and data will be retained by the Council, but neither contact nor financial details will be disclosed. Some information or data may be made available in Council Reports.

**PLEASE NOTE THAT ALL APPLICATIONS SUBMITTED TO THE TRUST WILL TAKE UP TO A PERIOD OF 3 MONTHS TO PROCESS. SHOULD THE PURCHASE, EVENT OR PROJECT NOT BE CARRIED OUT, REPAYMENT OF THE FULL AMOUNT WILL BE REQUESTED.**



## **The Haven Reserves Policy**

### **The Haven**

The Haven in Stonehaven is a charity that provides two main functions. We provide a wellbeing space and wellbeing activities that are open to everyone in the Stonehaven area. Our wellbeing activities include yoga, meditation, reiki, shamanism, community healing circles, wellbeing festivals, mother and children yoga and more. Our wellbeing space is an alcohol-free zone and provides a positive and safe place for everyone in the local community to find peace and relaxation.

We also provide a food larder in Stonehaven. This is in recognition that in order to fully support the communities wellbeing we were aware that food poverty was an issue and we created the larder to ensure people locally can meet their basic needs and be well fed and never go hungry. This also focuses on wellbeing through Soup Socials and gardening courses in The Haven Plot.

### **Why do we have a reserves policy?**

The Haven board recognise their responsibility to ensure that the charity is well governed and financially robust. As trustees we want to ensure that The Haven has the adequate funds to continue its much-needed services and be assured that we treat every penny with care and respect.

In order to ensure the longevity of our charity we recognise that it is best practice to hold three to six months running costs in reserve. We also recognise that there might be times when we might hold more than that. This normally will be because of a large donation, winning more funding than we expected, or raising more funds than expected through a crowd funder. In this policy we want to make clear to everyone within the organisation how we deal with our cash reserves. We also recognise and welcome the fact that as a charity our finances are open to public scrutiny and we want to be able to assure the public that we are well governed and we are clear about how we use our financial resources fairly and transparently.

## How we establish our reserves requirements

The Haven board wants to ensure that ideally we hold six months operating costs but as a minimum requirement we hold three months operating costs. We recognise that continually securing funding for our wellbeing centre and our larder is a difficult task. There might well be times when there is a gap in funding and our reserves will allow us to continue our services whilst we secure further funding.

During 2022 we also recognise that our larder is in even higher demand than ever before. This is evidenced by the larder having over 500 regular people who use it. The increase in people using the larder is caused, we believe, primarily by the increase in living and energy costs being experienced across the UK. Food supplies to the larder have also been harder to obtain. Supermarkets are changing their policies to ensure they are creating less waste and this has an impact on what is available through FareShare distribution. The Haven board see the right to eat and feed your family as fundamental to human existence. Ensuring that we provide food for our community in these difficult times is a top priority for us. We believe this service should be as secure as possible. We therefore aim to have enough reserves for the larder to cover the purchase of food for six months.

We have three members of staff. A Chief Executive Officer, Community Food Co-ordinator and a Larder Manager & Volunteer Co-ordinator. We also support over 70 volunteers

### Annual Cost

Staffing	£48,000
Wellbeing Space Annual Rent	£6,666
Annual Utilities (fixed rate)	£1,200
Volunteer training and expenses	£3,000
Larder rent	£6,000
Accountancy/Audit	£2,000
Insurance	£1200
Refurbishment and general expenses	£2,000
<b>Yearly operating costs total</b>	<b>£70,066</b>
Potential cost to stock larder for 12 months	£31,200
Total costs	£101,266

Our aim as a board is to aspire to hold in reserve six months operating cost which is exactly half of our yearly expenditure, which is £70,066 divided by two £35,033. On top of this we wish to hold six months reserves solely for the purpose of ensuring food security for the local community through access to our food larder. It is our aim to hold £15,600 in reserve for the food larder. Giving a total aim of holding £15,600 plus six months operating costs of £35,033. Giving a total of £50,633 cash reserves.

This is our ambition but we realise that we are operating in difficult financial times so we have also set a minimum level of reserves that we must maintain to ensure the viability of the charity. There will be times when we dip into our reserves and we recognise they can not always be maintained at the limit we aspire to. If we reach our minimum level of reserves this will spark an extraordinary meeting of the board to explore how we remedy the situation. Below are the minimum and maximum reserves we aim to hold.

### **Minimum Reserves**

### **Maximum Reserves**

#### **Operating costs**

3 months	£17,516	6 months	£35,033
----------	---------	----------	---------

#### **Food larder costs if we needed to buy all our own supplies**

3 months	£7,800	6 months	£15,600
----------	--------	----------	---------

<b>Total</b>	<b>£25,316</b>		<b>£50,633</b>
--------------	----------------	--	----------------

Therefore, The Haven board aims to hold a minimum of £25,316 in cash reserves but aims for a maximum of £50,633. The Haven board believes this allows for the good governance of our charity and these levels of reserves will give us and the community confidence that we can continue our vital services going forward.

### **Restricted Funding and dealing with cash reserves above our maximum reserves goal**

As a board we recognise that certain funding bodies will award The Haven funding for a particular purpose. An example might be that the local authority might give us funding to run wellbeing classes for young people. Where funding is provided for a sole purpose, we will ensure it is spent directly on the service that we have been provided for. Any underspend will be reported to the funder to work out the best way to deal with such a situation, ensuring transparency on the part of The Haven.

It is also possible when we hold fundraising activities we might be fortunate enough to be given more money that we intended to raise. Examples of this might be someone making a charitable donation unexpectedly to The Haven or

raising more funds than expected during a crowd funder. It is likely these situations will only arise periodically if at all. If they do though we want to welcome such donations and the interest people have shown in our charitable aims. If this funding was given for no specific purpose we will use such funding to create new services within our charitable aims, based on identified need within the community.

If extra funds are given with a specific goal in mind we will ensure that all of that money is spent on that service or activity. That could involve holding the donated money as part of our reserves policy but ensuring that the money when it is eventually spent goes directly on the service it was given for.

### **Review of Reserves Policy**

We will review our level of reserves at each of our quarterly board meetings. We will do a full review of this policy once a year.

Date signed off by the Haven board: 29 June 2022

Next full review: 29 June 2023



## List of Partnership working

- **Aberdeenshire Parental Employment Support Fund** - referrals of parents who are currently unemployed with a view to access a case worker, funded training, courses and childcare to get parents back into meaningful paid employment. Reduces childhood poverty.
- **Aberdeenshire Tackling Poverty & Inequalities Group**
- [Aberdeenshire Fair Food Partnership](#)
- **Aberdeenshire Food Network** - working group which conducted research on Community Food Initiatives and their impact through Covid. The research collated has been instrumental in informing the Aberdeenshire Food Strategy draft.
- **Aberdeenshire Food Strategy Group**
- **NHS Grampian** - NHS Grampian has approached us with a view to accessing our services in a new social prescribing service (on going development)
- **Alzheimers Scotland** - host a weekly social event in the community centre, the carers and those with Alzheimer's visit the Community larder for a quiet shopping experience and chat. Haven Helper volunteers regularly provide musical entertainment.
- **Aberdeenshire Council Social Work Department** - various social workers access the Community Larder with clients or to access emergency food parcels for those in crisis.
- **Elevate Teen Group** - Elevate Teen group run by the council weekly (Thurs). The group visit the Larder to find out about the Haven projects, access surplus fresh produce and period products.
- **Alcohol and Drugs Action UK** - Social Support Group meets weekly (Mon), lead worker takes those needing support to the Larder for an initial visit. Some members of the group are booked to join the free community yoga classes.
- **One Seed Forward** - partnership with Haven Growing project, running grow your own courses in The Haven Plot
- **Pillar Kincardine** - Partnership where we signpost Larder members to Pillar and they signpost to us. Link with Pillars local allotment growing project.
- **Coop** - the **Food Share** contract allows us to collect surplus food to redistribute via the Community Larder to the community. The Coop has a drop off point for food donations from the community for the Larder. The Coop does a monthly payday collection for donations of

goods for the Community Larder as some staff have had to access the Larder in the past.

- **Tesco** - the FareShare allows us to do the same as Coop. Tesco also has a drop off point for food donations from the community for the Larder that we receive fortnightly.
- Two local small scale organic farms - **Surplus with Purpose /FareShare** project.



Date	Shop	Person	Items	Amount	Receipt	Sub-total
09/07/2021	Costco	Julie	General Groceries	69.95	Bank transfer	69.95
19/07/2021	BM / Tesco	Claire	General Groceries	183.15	Bank transfer	253.10
26/07/2021	Turriffs	Julie	Fresh produce	131.72	Bank transfer	384.82
		Julia	General Groceries	297.99	Haven Debit	682.81
		Julia	General Groceries	194.43	Haven Debit	877.24
25/07/2021	ASDA	Julia	General Groceries	73.75	Haven Debit	950.99
02/08/2021	Farmfoods	Julie	General Groceries	247.09	Haven Debit	1,198.08
04/08/21	Turriffs	Julie	Fresh produce	98.10	Bank transfer	1,296.18
14/08/2021	Farmfoods	Julie	General Groceries	145.62	Haven Debit	1,441.80
17/08/2021	Turriffs	Julie	Fresh produce	124.90	Bank transfer	1,566.70
22/08/2021	Farmfoods	Julie	General Groceries	150.43	Haven Debit	1,717.13
31/08/2021	B&M	Julie	General Groceries	200.04	Haven Debit	1,917.17
07/09/2021	TESCO	Claire	General Groceries	142.08	Bank transfer	2,059.25
14/09/2021	ALDI	Julie	General Groceries	127.76	Haven Debit	2,187.01
20/09/2021	B&M	Julie	General Groceries	164.11	Haven Debit	2,351.12
11/10/21	Sainsburys	Julie	General Groceries	166.63	Haven Debit	2,517.75
17/10/21	Sainsburys	Julie	General Groceries	195.74	Haven Debit	2,713.49
24/10/21	Sainsburys	Julie	General Groceries	203.88	Haven Debit	2,917.37
31/10/2021	ALDI	Claire	General Groceries	227.56	Bank transfer	3,144.93
31/10/2021	Sainsburys	Julie	General Groceries	253.14	Haven Debit	3,398.07
21/10/2021	Coop	Julie	General Groceries	8.90	Haven Debit	3,406.97
04/11/2021	Coop	Julie	General Groceries	9.37	Haven Debit	3,416.34
04/11/2021	Giulianotti	Julie	General Groceries	15.00	Haven Debit	3,431.34
10/11/2021	Sainsburys	Julie	General Groceries	206.24	Haven Debit	3,637.58
11/11/21	Farmfoods	Julie	General Groceries	81.98	Haven Debit	3,719.56
25/11/21	Farmfoods	Julie	General Groceries	170.36	Haven Debit	3,889.92
04/01/2022	Farmfoods	Julie	General Groceries	99.12	Haven Debit	3,989.04
08/12/2021	Sainsburys	Julie	General Groceries	190.78	Haven Debit	4,179.82
10/12/2021	Lidl	Julie	General Groceries	140.15	Haven Debit	4,319.97
15/12/2021	Sainsburys	Julie	General Groceries	155.66	Haven Debit	4,475.63
20/12/2021	Aldi	Emilia	General Groceries	126.90	Bank transfer	4,602.53



21/12/2021	Aldi	EMilia	General Groceries	88.34	Bank transfer	4,690.87
30/12/2021	Aldi	Julie	General Groceries	113.91	Haven Debit	4,804.78
04/01/2022	Farmfoods	Julie	General Groceries	91.12	Haven Debit	4,895.90
05/01/2022	Costco	Starkeeper	General Groceries	43.95	Haven Debit	4,939.85
06/01/2022	Aldi	Julie	General Groceries	119.62	Haven Debit	5,059.47
12/01/2022	Aldi	Julie	General Groceries	119.17	Haven Debit	5,178.64
14/01/2022	Tesco	Claire	General Groceries	302.21	Haven Debit	5,480.85
14/01/2022	Costco	Adam	Personal Hygiene	338.24	Haven Debit	5,819.09
14/01/2022	Costco	Julie	General Groceries	100.47	Haven Debit	5,919.56
19/01/2022	B&M (TAQA)	Adam	Personal Hygiene	145.08	Haven Debit	6,064.64
19/01/2022	Sainsburys	Julie	General Groceries	176.60	Haven Debit	6,241.24
19/01/2022	Turriffs	Julie	Fresh produce	120.45	Bank transfer	6,361.69
02/02/2022	Turriffs	Julie	Fresh produce	128.00	Bank Transfer	6,489.69
31/1/2022	Sainsburys	Julie	General Groceries	161.87	Haven Debit	6,651.56
06/02/2022	Sainsburys	Julie	General Groceries	228.90	Bank Transfer	6,880.46
08/02/2022	Costco	Starkeeper	General Groceries	147.55	Haven Debit	7,028.01
09/02/2022	ALDI	Rod	Milk	13.88	Bank Transfer	7,041.89
08/02/2022	Aldi	Andrea Angela	General Groceries	64.67	Bank Transfer	7,106.56
26/01/2022	Aldi	Emilia	General Groceries	125.76	Bank Transfer	7,232.32
20/01/2022	Costco	Starkeeper	General Groceries	57.88	Haven Debit	7,290.20
19/01/2022	Aldi	Emilia	General Groceries	157.62	Bank Transfer	7,447.82
03/02/2022	Aldi	Emilia	General Groceries	119.77	Bank Transfer	7,567.59
10/02/2022	Aldi	Rod	General Groceries	13.88	Bank Transfer	7,581.47
15/02/2022	BM	Angela	General Groceries	11.12	Bank Transfer	7,592.59
15/02/2022	Aldi	Angela	General Groceries	128.52	Bank transfer	7,721.11
16/02/2022	Turriffs	Julie	Fresh Produce	124.30	Bank transfer	7,845.41
15/02/2022	Farmfoods	Julie	General Groceries	222.59	Haven Debit	8,068.00
13/02/2022	COSTCO	Julie	General Groceries	25.17	Haven Debit	8,093.17
14/02/2022	ALDI	Julie L	General Groceries	46.44	Bank transfer	8,139.61
14/02/2022	Farmfoods	Julie	General Groceries	222.59	Haven Debit	8,362.20
16/02/2022	ALDI	Rod	Dairy Free	18.66	Bank transfer	8,380.86
22/02/2022	BM	Andrea	General Groceries	51.76	Bank transfer	8,432.62
22/02/2022	Aldi	Andrea	General Groceries	81.71	Bank transfer	8,514.33
22/02/2022	LIDL	Andrea	General Groceries	117.30	Bank transfer	8,631.63
23/02/2022	Turriffs	Julie	Fresh Produce	131.10	Bank transfer	8,762.73

23/02/2022	Farmfoods	Julie L	General Groceries	43.39	Bank transfer	8,806.12
26/02/2022	Costco	Julie	General Groceries	121.81	Haven Debit	8,927.93
02/03/2022	Turriffs	Julie	General Groceries	88.00	Bank transfer	9,015.93
03/03/2022	Lidl	Andrea	General Groceries	103.21	Bank transfer	9,119.14
04/03/2022	Aldi	Emilia	General Groceries	139.27	Bank transfer	9,258.41
24/02/2022	Aldi	Emilia	General Groceries	192.91	Bank transfer	9,451.32
18/02/2022	Aldi	Emilia	General Groceries	119.62	Bank transfer	9,570.94
18/02/2022	Aldi	Emilia	General Groceries	131.05	Bank transfer	9,701.99
27/02/2022	Costco	Julie	General Groceries	121.81	Haven Debit	9,823.80
08/03/2022	Costco	Starkeeper	General Groceries	71.74	Haven Debit	9,895.54
09/03/2022	Turriffs	Julie	General Groceries	115.50	Bank Transfer	10,011.04
09/03/2022	Aldi	Emilia	General Groceries	171.49	Bank Transfer	10,182.53
09/03/2022	Lidl	Andrea	General Groceries	102.56	Bank Transfer	10,285.09
10/03/2022	BM	Andrea	General Groceries	21.48	Bank Transfer	10,306.57
14/03/2022	Farmfoods	Julie	General Groceries	171.97	Haven Debit	10,478.54
15/03/2022	Aldi	Rod	General Groceries	14.12	Bank Transfer	10,492.66
17/03/2022	Turriffs	Julie	General Groceries	121.30	Bank Transfer	10,613.96
17/03/2022	Aldi	Andrea	General Groceries	116.22	Bank Transfer	10,730.18
	Tesco	Kerry	General Groceries	48.00	Bank Transfer	10,778.18
22/03/2022	BM	Andrea	General Groceries	16.11	Bank Transfer	10,794.29
22/03/2022	Lidl	Andrea	General Groceries	156.43	Bank Transfer	10,950.72
22/03/2022	Aldi	Angela	General Groceries	16.02	Bank Transfer	10,966.74
23/03/2022	Turriffs	Julie	Fresh Produce	136.20	Bank Transfer	11,102.94
25/03/2022	Aldi	Rod	General Groceries	13.88	Bank Transfer	11,116.82
29/03/2022	Aldi	Angela	General Groceries	163.17	Bank Transfer	11,279.99
29/03/2022	Sainsburys	Angela	General Groceries	30.00	Bank Transfer	11,309.99
29/03/2022	Aldi	Angela	General Groceries	19.40	Bank Transfer	11,329.39
27/03/2022	ALDI	rod	General Groceries	15.08	Bank Transfer	11,344.47
30/03/2022	Turriffs	Julie	General Groceries	165.40	Bank Transfer	11,509.87
30/03/2022	Aldi	Emilia	General Groceries	158.28	Bank Transfer	11,668.15
23/03/2022	Aldi	Emilia	General Groceries	131.82	Bank Transfer	11,799.97
05/04/2022	Aldi	Andrea	General Groceries	173.40	Bank Transfer	11,973.37
05/04/2022	Sainsburys	Angela	General Groceries	30.00	Bank Transfer	12,003.37
06/07/2022	Turriffs	Julie	Fresh Produce	160.40	Bank Transfer	12,163.77
06/04/2022	Aldi	Emilia	General Groceries	125.10	Bank Transfer	12,288.87
08/04/2022	Asda	Adam	General Groceries	50.00	Bank Transfer	12,338.87

12/04/2022	Sainsburys	Angela	General Groceries	30.00	Bank Transfer	12,368.87
12/04/2022	Aldi	Angela	General Groceries	80.48	Bank Transfer	12,449.35
12/04/2022	Aldi	Angela	General Groceries	122.90	Bank Transfer	12,572.25
13/04/2022	Aldi	Emilia	General Groceries	186.94	Bank Transfer	12,759.19
13/04/2022	Turriffs	Julie	Fresh Produce	152.30	Bank Transfer	12,911.49
19/04/2022	Aldi	Angela	General Groceries	53.76	Bank Transfer	12,965.25
19/04/2022	Lidl	Andrea	General Groceries	124.24	Bank Transfer	13,089.49
19/04/2022	B&M	Andrea	General Groceries	39.98	Bank Transfer	13,129.47
20/04/2022	Turriffs	Julie	General Groceries	149.30	Bank Transfer	13,278.77
20/04/2022	Aldi	Emilia	General Groceries	130.55	Bank Transfer	13,409.32
15/04	LIDL	Julie L	General Groceries	21.54		13,430.86
18/04/2022	LIDL	Julie L	General Groceries	3.70		13,434.56
19/04/2022	Home Bargains	Julie	General Groceries	43.06	Debit card	13,477.62
19/04/2022	Costco	Julie	General Groceries	131.74	Debit card	13,609.36
27/04/2022	Turriffs	Julie	Fresh Produce	143.40	Bank Transfer	13,752.76
25/04/2022	TESCO	Claire	General Groceries	54.30	Bank Transfer	13,807.06
25/04/2022	ASDA	Claire	General Groceries	50.70	Bank Transfer	13,857.76
25/04/2022	LIDL	rod	General Groceries	17.28	Bank Transfer	13,875.04
27/04/2022	Turriffs	Julie	Fresh Produce	143.40	Bank Transfer	14,018.44
27/04/2022	Aldi	Emilia	General Groceries	123.04	Bank Transfer	14,141.48
28/04/2022	Aldi	Angela	General Groceries	33.00	Bank Transfer	14,174.48
03/05/2022	Aldi	Andrea	General Groceries	48.33	Bank Transfer	14,222.81
03/05/2022	Lidl	Andrea	General Groceries	134.58	Bank Transfer	14,357.39
03/05/2022	Aldi	Angela	General Groceries	213.07	Bank Transfer	14,570.46
01/05/2022	ALDI	Rod	General Groceries	16.11	Bank Transfer	14,586.57
03/05/2022	Costco	Julie	General Groceries	23.53	Debit card	14,610.10
04/05/2022	Turriffs	Julie	Fresh Produce	78.30	Bank Transfer	14,688.40
10/05/2022	Aldi	Emilia	General Groceries	86.58	Bank Transfer	14,774.98
02/05/2022	ALDI	Julie L	General Groceries	34.15	Bank Transfer	14,809.13
11/05/2022	Turriffs	Julie	Fresh Produce	55.20	Bank Transfer	14,864.33
10/05/2022	BM	Andrea	General Groceries	34.02	Bank Transfer	14,898.35
10/05/2022	Aldi	Andrea	General Groceries	183.14	Bank Transfer	15,081.49
18/05/2022	Turriffs	Julie	Fresh Produce	141.20	Bank Transfer	15,222.69
17/05/2022	BM	Angela	General Groceries	28.35	Bank Transfer	15,251.04
17/05/2022	Aldi	Angela	General Groceries	232.26	Bank Transfer	15,483.30

25/05/2022	Turriffs	Julie	Fresh Produce	116.70	Bank Transfer	15,600.00
26/05/2022	Aldi	Emilia	General Groceries	99.95	Bank Transfer	15,699.95
01/06/2022	Turriffs	Julie	Fresh Produce	115.50	Bank Transfer	15,815.45
07/06/2022	ASDA	Claire	General Groceries	113.31	Bank Transfer	15,928.76
07/06/2022	ASDA	Claire	General Groceries	106.55	Bank Transfer	16,035.31
09/06/2022	Turriffs	Julie	Fresh Produce	148.10	Bank Transfer	16,183.41
10/06/2022	Aldi	Rod	General Groceries	17.76	Bank Transfer	16,201.17
20/06/2022	Turriffs	Julie	Fresh Produce	140.20	Bank Transfer	16,341.37
20/06/2022	Aldi	Andrea	General Groceries	223.63	Bank Transfer	16,565.00
22/06/2022	Aldi	Angela	General Groceries	154.89	Bank Transfer	16,719.89
22/06/2022	Turriffs	Julie	Fresh Produce	143.10	Bank Transfer	16,862.99

				hours per week	hours per month
Larder Shifts	6 shifts a week at 3 hours per shift and 3 volunteers per shift			54	243
daily Coop collections	6 collections per week / 2 hrs per collection for 1 volunteer			12	54
Turriffs volunteer	1 volunteer every Wednesday 1-2 hours			2	9
Pig run	1 volunteer, approx twice a week, couple of hours			4	18
Specialised Volunteer	Eg Environmental Health, Photography, Graphics			1	4.5
Board Members	4 board members / advisors meeting 3 hours x 4 a year			3	13.5
Larder Membership	2 hours per week			2	9
Kitchen preppers & cooks	2 volunteers at 2 hours			4	18
Tescos collection	1 volunteer every fortnight, spread out calculations per week			1	4.5
R2R	2 regular weekly volunteers for 4 months, plus extras.I've spread calculations monthly				18
CFINE	Once a month, approx 4 volunteers for 2 hours				8
			<b>Total</b>	<b>83</b>	<b>399.5</b>
Yearly total 4,794 hours					