

GILLINGHAM FOODBANK

England & Wales · Charity number 1146565

Details

Status Registered

Legal form Trust

Registered 2012-03-26

Register [View on the Charity Commission register](#)

Contact

Address Wessex House
8 High Street
Gillingham
Gillingham
Dorset
SP8 4AG

Phone 01747822076

Email info@gillingham.foodbank.org.uk

Website www.gillingham.foodbank.org.uk

Activities

Objects: TO RELIEVE POVERTY, HARDSHIP OR DISTRESS THROUGH THE PROVISION OF FOOD TO PEOPLE IN NEED OF EMERGENCY SUPPLIES IN NORTH DORSET, SOUTH SOMERSET AND WILTSHIRE AND BY SUCH OTHER MEANS AS THE TRUSTEES MAY DETERMINE.

Activities: Providing food donated by the community for those in crisis such as benefit delay, benefit changes or debt, to help them over the crisis and signpost them to receive further help.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

Geography

- Dorset
- Somerset
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£73,895	£71,643	-	-
2024-03-31	£80,002	£63,815	-	-
2023-03-31	£102,122	£66,846	-	-
2022-03-31	£88,447	£72,208	-	-
2021-03-31	£65,305	£13,333	-	-

Trustees

Name	Role	Appointed
Clive Roy Ozzard		2021-10-18
HANNAH GIBBONS		2012-02-29
Lewis Buckwell		2025-04-14
Neil Ian MacBean		2024-03-13
Sheela Vishnu Upton		2023-11-20
Simon Vivian Chase		2024-05-13

GILLINGHAM FOODBANK

England & Wales - Charity number 1146565

Accounts

Gillingham Foodbank

Report and Accounts

Year ended 31 March 2025

Stewardship 
Active generosity

1 Lamb's Passage, London EC1Y 8AB
www.stewardship.org.uk

GILLINGHAM FOODBANK
LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2025

ADDRESS FOR CORRESPONDENCE	Wessex House 8 High Street GILLINGHAM Dorset SP8 4AG
GOVERNING DOCUMENT	Declaration of Trust dated 23 March 2012
CHARITY REGISTRATION NUMBER	1146565
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Hannah Gibbons Clive Ozzard Sheela Vishnu Upton Robert Rickards (resigned June 2024) Neil Ian MacBean (appointed March 2024) Simon Vivian Chase (appointed May 2024) Lewis Buckwell (appointed April 2025) Alistair Angus (resigned October 2024)
INDEPENDENT EXAMINER	Sarah Crispin ACA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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Gillingham Foodbank Trustees' Annual Report

1 April 2024 – 31 March 2025

[A] Objectives and activities

National and county context

The first UK foodbank was established in 2000 by Christian charity The Trussell Trust in Salisbury. The Trust now co-ordinates a network of over 1400 local foodbanks, to which it provides consultancy, training, systems, services and quality assurance. Gillingham Foodbank began operating in December 2011 and has continued since then to assist people living in, or imminently facing, food poverty.

Gillingham Foodbank purposes

The objects of the charity are to relieve poverty, hardship or distress through the provision of food to people in need of emergency supplies in North Dorset, South Somerset and Wiltshire ('the Blackmore Vale and adjacent areas') and by such other means as the trustees may decide.

In setting our objectives and planning our activities, Gillingham foodbank trustees have complied with their duty to have due regard to the Charity Commissioners' public benefit guidance, in particular, when exercising powers or duties in advancing our objectives, conforming with the Charities Act 2011.

Foodbank main activities

Gillingham Foodbank provides emergency food assistance to local residents in short-term financial crisis. We operate using via a Distribution Centre within the town, located at Gillingham Community Church (GCC), as well as via other distributors, notably in Shaftesbury and Castle Cary (refer to section B2, below).

Clients are normally referred to the foodbank by a front-line service or agency, such as a health worker, children's centre, council service or housing association. Agencies hold boxes containing a minimum, emergency amount of food for 3 day's consumption on our behalf and distribute accordingly whereas clients who have self-referred or are referred by an agency to one of our distributors receive food parcels (bags) which are generally more substantial in content. This referral process ensures that the client's need has been validated, and thereby ensures that assistance is targeted appropriately.

The client receives a voucher code which is also forwarded by email to the foodbank. There the client receives food designed to last at least 3 days, suitable for the size of their family. The food is donated by the general public and is non-perishable standard groceries. Clients are usually limited to three vouchers per crisis in order to prevent the development of a dependency relationship.

Those in need of emergency food help may also self-refer to the Foodbank on Monday or Thursday mornings at our Distribution Centre on Gillingham High Street. Here, clients are interviewed to ensure they are receiving all statutory benefits to which they are entitled, or are making use of additional services offered by local agencies, before being appropriately signposted as needed.

We additionally employ the services of Citizen's Advice (CA) Central Dorset to provide advice and support to assist clients exit a crisis, moving them to become more independent of the Foodbank. This service equates to 20 hours per week and is partially funded by an ongoing grant from Trussell Trust that runs until the end of 2026.

Like other foodbanks in the Trussell network, Gillingham Foodbank is run by mainstream Christian churches. However, the operation and objectives of Gillingham foodbank is entirely charitable, and

non-religious in nature. Clients, partners and volunteers of all backgrounds are welcomed and treated equally.

Since October 2021 we have extended our opening hours to include Tuesday and Wednesday mornings where Foodbank clients who no longer require food can come to a safe place. There is a need for some to operate within a supportive community so that they avoid the need of help with food from the Foodbank. Activities include life skills, fun activities, tea coffee and cake and a listening ear. This was initially funded by Trussell Trust from a grant received for that purpose but is now financed directly by Gillingham Foodbank.

[B] Achievements and performance

B1. Outcomes: food allocations to clients

Total “person allocations” during this report period = 2156 (comprising 1401 adults and 755 children)

The number of persons helped during the year was, somewhat surprisingly, far fewer than in the preceding year 2023-24, when 2919 people were fed. We fulfilled 902 emergency vouchers (1569 during 2023-24), representing a 42.5% decrease on the preceding year. Of these 902 vouchers, 445 unique households received food help, with 228 being first time referrals.

Although North Dorset and adjacent areas are very much rural in nature, where many areas appear affluent, there are pockets of poverty and low income. It is difficult to explain the reason for this year’s reduced level of demand, except that it follows a busy previous year whereby demand was unexpectedly up by 40% so, with this in mind, the 42.5% decrease represents a return to a more usual situation. One thing is clear though - there remain real issues of poverty in this rural area.

Trends in demand over the year show peaks at major school holidays, when there is additional demand from families identified as genuinely reliant upon “free school meals” during term-time.

In any six-month period, clients access the foodbank on average twice. This is consistent with the principle of providing specific crisis-relief, and not long-term, regular or open-ended assistance.

Age and ethnicity of clients

Age of client	Client 17-24	Client 25-64	Client 65+	Undisclosed	Under 17
Number assisted	274	1053	60	16	753

Simple statistics are collected about the age of clients and the number of “adults” and “children” in their household. The small number of clients over 65 is notable. This elderly group is not in natural contact with many of the voucher-holding agencies, and also can be reluctant to seek or accept charitable help.

B2. Voucher referral agencies

Foodbank vouchers are held by 41 referral agencies, mostly with a local focus, of which 6 are notably active. As in the previous year, the Distribution Centre at Gillingham Community Church, Open House (Shaftesbury – Father’s House church) and Cary Cares (a Castle Cary community initiative)

were our three busiest distributors. The role of referral agencies remains absolutely crucial to the operation of the foodbank, and their continuing partnership is greatly appreciated.

The rate of referrals is highly variable between voucher-distributors, reflecting the varied scope of their work, the needs of their clientele and the period in which they have held vouchers.

Vouchers are issued by the Foodbank itself where there are *bone fide* contacts validated by agencies that do not themselves hold vouchers, or where an agency asks the foodbank to issue an “emergency voucher”. Virtually all of our distributors now use the e-voucher system provided by the Trussell Network for emergency food parcels (not food boxes).

B3. Food collections and donations

Food donations from the general public remain consistently high, albeit with notable peaks throughout the year, such as harvest and Christmas. The Foodbank continues to attract strong support from the public at large with nearly 23,450kgs of food donated over the period.

Food donors

Stock in source	Donated in kg (% of source total)	Purchased in kg (% of source total)	% of overall total
Donations from donors - Charities	35.6 (100.0%)	0.0 (0.0%)	0.14%
Donations from donors - Churches	1454.46 (100.0%)	0.0 (0.0%)	5.60%
Donations from donors - Community groups	1707.5 (100.0%)	0.0 (0.0%)	6.57%
Donations from donors - Corporates	606.9 (100.0%)	0.0 (0.0%)	2.34%
Donations from donors - Educations	1749.5 (100.0%)	0.0 (0.0%)	6.74%
Donations from donors - Individual(s)	1308.34 (100.0%)	0.0 (0.0%)	5.04%
Donations from donors - via Supermarkets	16587.22 (100.0%)	0.0 (0.0%)	63.87%
AB Group Packaging (paper carrier bags)	0.0 (0.0%)	84.6 (100.0%)	0.33%
Purchased - Asda - online store	0.0 (0.0%)	151.1 (100.0%)	0.58%
Purchased - Asda Gillingham	0.0 (0.0%)	1595.4 (100.0%)	6.14%
Purchased - Lidl Gillingham	0.0 (0.0%)	123.9 (100.0%)	0.48%
South West Packaging	0.0 (0.0%)	174.6 (100.0%)	0.67%
Returns from food bank centre	N/A	N/A	1.51%
Totals	23449.52	2129.6	100%

As of 31.03.25, the level of stock held stood at a little under 3761kgs, a manageable and relatively sustainable amount for day-to-day foodbank operations.

Last year we received 23450kgs of donated food, which represents a decrease of 21.9% on 2023-24 (and which in itself was a decrease of 11% on 2022-23). Despite targeted food drives at

supermarkets, and requests for specific items to cover shortages, we still needed to buy food most months to provide the variety of food required for clients.

The top 3 sources of donated food: 34% were received via Waitrose (Gillingham), 18.7% Tesco (Shaftesbury) and 10% Lidl (Gillingham) with proportions being steady throughout the year.

It is worth noting that in monetary terms, there has been a 20% decrease in the amount of food purchased (£4375, previously £5485) when compared with 2023-24. Just 2.4% (2.6% in previous financial year) of all donated food was unusable (out of date, partially used or damaged), a total of 560kgs.

B4. Levels of abuse

Fraud, abuse and misuse are minimised by Trussell's voucher referral system, whereby clients only access the foodbank when referred by an agency that has validated their level of need. Some clients will, nevertheless, attempt to abuse the system. The systematic processing of vouchers, discussion with voucher-issuing agencies and data checks keeps this under control.

It is believed that the level of actual abuse remains below 5% and may well be under half that figure. This low rate reflects the robust systems that are in place, although sustained vigilance will always be required to maintain this security.

B5. Future projections

Geographically, the Gillingham foodbank has reached its natural frontiers. We continue to work with the local Pantries and other food initiatives established during or as a result of the pandemic and are a member of the North Dorset Poverty Action Group and the Dorset Food Project (a food sustainability initiative) established by charity Help and Kindness.

National forecasts suggested a continuing increase in demand during the last year; however, unlike in the previous year, a surprisingly large reduction occurred. Despite food and energy costs continuing to fluctuate, household incomes are at last outstripping the rate of inflation, a situation which may partially explain the reduced demand. Additionally, 2023-24 proved to be an exceptionally busy year for the foodbank and it is felt that this downturn is perhaps a return to a more representative level of the overall trend.

Based upon this assumption, Gillingham Foodbank will again plan for an increase in demand during 2025-2026, anticipating this may put pressure on certain aspects of our operation:

- **Outlet opening arrangements** and volunteer numbers will be periodically reviewed to ensure capacity to handle local levels of demand
- **Food supply** we will undoubtedly need to continue purchasing food to supplement our stock. We have sufficient funds to support this – indeed, many donors give money specifically for this purpose, in lieu of donating food. Although public food donations were lower than during the last financial year, we anticipate a sustained level of public donation, primarily via food bins located in many local stores but also through occasional supermarket 'stock building' drives.
- **Foodstore capacity** will not be a problem as we have two adjacent premises based in Paris Court, Gillingham - one acting as a receiving, sorting and packing station, the other a warehouse for 'long dated' non-perishable food.

There is no foreseeable reason why the foodbank will not be able to meet the challenges and continue to provide vital assistance to households in crisis across its area of operation. A Strategic Plan, due to be renewed during the forthcoming year, is in place to meet the aims of the charity.

[C] Financial review

C1. Key points

During the year 2024-25 Gillingham foodbank received total income of £73,895 (FY 2023-24: £80,002) and dispersed £71,643 (FY 2023-24: £63,815). Of the £73,895 income, £45,645 was unrestricted and £28,250 was restricted. Of the expenditure, £38,431 was unrestricted and £33,213 was restricted.

The Foodbank trustees decided at the end of this year to substantially reduce the amount of cash held in the Co-operative Bank current account, in favour of that held for several years with the Great Western Credit Union (hereinafter GWCU, formerly Wyvern), to take advantage of the much better rate of interest offered.

C2. Income and expenditure

Our donations, whilst less than those received during the preceding year, continue at a sustainable level and marginally exceed expenditure.

We received additional income due to the high level of individual donors willing to Gift Aid their financial donations.

During 2024-25 we were grateful to receive significant grant income from major corporate donors including Trussell Trust, Dorset Council Household Support Fund, Griffiths Foods, Tesco, Asda, and The Neighbourly Foundation, as well as generous financial donations from a significant number of local churches.

C3. Reserves policy

Cash reserves

The foodbank's cash reserves held on 31st March 2025 were as follows:

	£
Funds:	
Co-op Bank – current account	69,965
GWCU Credit Union	80,474
TOTAL CASH FUNDS	150,439

The trustees confirm that, at the end of FY 2024-25, the charity met its reserves policy for 2024-25.

Monetary investments

The foodbank has no money directly invested in property, securities or other forms of investment.

Reserves policy for general funds 2025-26: £44,000

Gillingham foodbank's reserves policy is reviewed and approved annually by trustees. The Foodbank aims to hold a minimum of £44,000 in its general funds at any time during the financial year 2025-26. This excludes planned use of designated general funds, and any use of restricted funds in line with their aims and objectives. This level of reserves is to provide funds for:

- Unforeseen emergencies or unexpected needs, such as unplanned urgent poverty support, equipment failure, or unanticipated premises repair bills [£10,000]
- Covering unforeseen day-to-day operational costs, such as employing temporary staff in the event of long-term sickness absence of our Foodbank Manager [£8,000]
- One year's employment costs for our Foodbank Manager in the event of loss of regular donations income [£14,500]
- Unexpected shortfalls in food donations, causing the Foodbank to purchase significant quantities of specific items to supplement donated foodstuffs, over an extended period [£5,000]
- Additional funds for fresh food purchases in the event of discontinued grant support for this specific purpose [£5,000]
- One year's warehouse running costs (utilities, insurance, etc) in event of loss of regular donations income [£1,500]

Designated general funds for FY 2025-26 onwards: £75,250

Additional to maintaining the above reserves policy, our trustees have taken the decision to ring-fence the following amounts in our general funds, designating them for the following purposes:

1. to meet our current contractual commitment (period 1.4.25 to 31.12.26) towards Citizen's Advice adviser¹ costs: £17,000 (match funded by grant from Trussell Trust)
2. to pay all Distribution Centre manager and rent costs² for period 1.10.25 to 30.09.26: £21,750
3. towards ongoing Citizens Advice adviser costs, until the end of financial year 2027-28 (assumes a match funding grant can be raised): £16,500
4. towards ongoing Distribution Centre management costs until the end of financial year 2027-28 (assumes a match funding grant can be raised): £15,000
5. to pay all further Distribution Centre rent until the end of financial year 2027-28: £5,000

Primarily, funds are set aside to ensure continuity of these services. Without new match-funding grant support, these services can only be run for half the above periods. The ongoing costs of our Foodbank Manager are currently covered directly from regular donations and gift aid income.

Restricted funds at 31 March 2025: £22,696

1. Trussell Trust Financial Inclusion grants to support our Citizens Advice services: £17,972
2. Gas and Electricity bills support for Foodbank clients in need: £1,237
3. Fresh Food (grants received from Dorset Council's Household Support funds and from Griffiths Foods, used to purchase specific fresh food items as needed): £3,487

Total cash funds at year end:

The charity's total cash funds held at 31.3.25 were £150,439.

C4. Investment policy and performance

¹ subcontracted to Citizens Advice Central Dorset under a partnership agreement with Gillingham Foodbank

² subcontracted to Gillingham Community Church under a partnership agreement with Gillingham Foodbank

The foodbank's investment policy is to diversify its (limited) funds in bank accounts and deposit accounts only. It has no other financial investment products or any investment property. The foodbank has no endowment funds, currently.

Short-term deposits are lodged directly with Co-operative Bank plc and attract rates of interest comparable with available commercial market rates. Deposits lodged with Great Western Credit Union attract a dividend which is currently 3%. In FY 2024-25 Gillingham foodbank's deposit account funds attracted an average interest rate of 0%.

C5. Statement of Liabilities

The trustees believe that it is reasonable to conclude that the charity can settle its liabilities when they fall due, for at least the next twelve months. It continues to be able to raise funding to support all of its activities, and further to extend those activities. The foodbank has adequate reserves to cover any shortfall in anticipated income.

C6. Deficits

The foodbank's total income exceeds its net expenditure, and the charity does not operate in deficit. The charity has no subsidiary funds or undertakings.

[D] Governance and charitable status

Gillingham foodbank was set up in 2011 by Gillingham Community Church (GCC), St. Benedict's Catholic Church Gillingham, Gillingham Methodist Church (now closed) and St. Mary's Church Gillingham.

The foodbank is a charitable trust with independent charitable status and is constituted as a body of incorporated trustees with six trustees on the trust body.

The foodbank's governing document is a trust deed, executed on 23rd March 2012.

Trustees are appointed to Gillingham foodbank (GFB) by a resolution of the trustees passed at a special meeting of the trustees. In selecting individuals for appointment as trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity. Every trustee is appointed for a minimum of three years. The Chair of trustees is elected by the other trustees at an ordinary meeting of trustees.

One of GFB's trustees, Mrs Hannah Gibbons, was paid by GCC as an employee during the year. Part of her role for GCC during FY 2024-25 included specified staff services provided to GFB, funded by GFB as agreed by the other GFB trustees. No other trustees were employed or received any remuneration or benefit from the charity during FY 2024-25.

The foodbank is audited every two years by the Trussell Trust, to verify the efficiency, effectiveness and probity of its policies and procedures. This audit generates a written report to the trustees and any actions are then carried out, if needed.

The foodbank is registered with the Information Commissioners Office. All volunteers are required to sign confidentiality agreements, protecting both client personal details and operational information.

Risk Management

The trustees have considered the risks that the charity is exposed to and put strategies in place to mitigate those risks. Policies are established for financial control, health and safety, safeguarding and data protection, equal opportunities, IT and communications, social media, managing conflicts of interest, and for processing complaints.

Operational structure

The foodbank operates from two locations. One, in Paris Court, Station Road Gillingham hosts the food stores, and the other, Wessex House, 8 High Street, Gillingham, deals with the administrative functions and the public-facing outlet.

Volunteers

Mrs. Helen Weaver is the current Project Manager for the Foodbank, ably assisted by around 40 active volunteers who contribute to the foodbank operation in administration, stock management, deliveries and public-facing roles. All public-facing volunteers receive training to ensure consistency of procedures and standards. It has been calculated that the volunteer hours put into the foodbank equate to 2.5 full time paid staff, which if paid the minimum wage would cost over £25,000. We are therefore very grateful to all our volunteers who give up their time.

[E] Exemptions from disclosure

None.

[F] Funds held as custodian trustee

Gillingham foodbank holds no funds as custodian trustee. Nor does it collect any sums as agent for any other bodies for passing on to them.

[G] Trustees' responsibilities


Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

[H] Trustee approval

This annual report was approved by the board of Trustees and signed on their behalf by:

Name: Clive Ozzard	Signed:  <small>clive ozzard (Jan 20, 2026 11:02:21 GMT)</small>
Position: Chair of Trustees	Date: Jan 20, 2026

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GILLINGHAM FOODBANK

I report to the trustees on my examination of the accounts of Gillingham Foodbank ('the charity') for the year ended 31 March 2025 on pages 13 to 15 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

Sarah Crispin

Sarah Crispin (Jan 22, 2026 12:04:32 GMT)

Sarah Crispin ACA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: Jan 22, 2026

GILLINGHAM FOODBANK
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	General Funds £	Restricted Funds £	2025 £	2024 £
Income receipts					
Donations		37,605	-	37,605	32,831
Gift aid receipts		549	-	549	3,207
Grants		7,014	28,250	35,264	42,766
Other		478	-	478	1,198
Total receipts		<u>45,645</u>	<u>28,250</u>	<u>73,895</u>	<u>80,002</u>
Payments					
Payments in relation to charitable activities undertaken directly	2	38,431	33,213	71,643	63,815
Total payments		<u>38,431</u>	<u>33,213</u>	<u>71,643</u>	<u>63,815</u>
Net of receipts / (payments) before transfers		7,214	(4,963)	2,251	16,187
Transfers between funds	3	-	-	-	-
Net movement in funds		<u>7,214</u>	<u>(4,963)</u>	<u>2,251</u>	<u>16,187</u>
Cash funds as at last year end		120,529	27,659	148,188	132,001
Cash funds at this year end	A	<u>127,743</u>	<u>22,696</u>	<u>150,439</u>	<u>148,188</u>

The notes on page 15 form part of these accounts.

GILLINGHAM FOODBANK
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted General funds £	Restricted funds £	2025 £	2024 £
A Cash funds					
Cash at bank with immediate access		127,743	22,696	150,439	148,188
		<u>127,743</u>	<u>22,696</u>	<u>150,439</u>	<u>148,188</u>
B Other monetary assets					
Gift aid due to charity		2,284	-	2,284	546
		<u>2,284</u>	<u>-</u>	<u>2,284</u>	<u>546</u>
C Liabilities					
Falling due within one year					
Fee for Independent Examination		1,110	-	1,110	1,050
Pension payments		148	-	148	194
		<u>1,258</u>	<u>-</u>	<u>1,258</u>	<u>1,244</u>

D Assets retained for charity's own use

	Fund to which asset belongs	Cost £
Equipment		5,000
		<u>5,000</u>

Current values have been estimated by the trustees because reliable valuations are not available

The accounts were approved by the trustees and signed on their behalf by:

clive ozzard
clive ozzard (Jan 20, 2026 11:02:21 GMT)

Clive Ozzard

Date: Jan 20, 2026

The notes on page 15 form part of these accounts.

GILLINGHAM FOODBANK

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted General funds £	Restricted Funds £	Total 2025 £	Total 2024 £
2 Payments in relation to charitable activities undertaken directly				
Staffing costs	25,758	22,611	48,369	37,516
Direct costs	4,017	10,602	14,619	14,152
Premises costs	4,427	-	4,427	8,609
Insurance	959	-	959	1,084
Office costs	2,219	-	2,219	930
Professional fees & governance	1,050	-	1,050	1,524
	38,431	33,213	71,643	63,815

Staffing costs include £12,506 paid to Gillingham Community Church (2024 - £14,380) for seconded staff, including £5,500 to Hannah Gibbons (a trustee of the charity) and £22,621 paid to Citizens Advice (2024 - £20,454) for services provided by advisors. Hannah Gibbons - trustee of Gillingham Foodbank - received payments for her role as Foodbank Distribution Manager employed by Gillingham Community Church. This was part of the service provided to Gillingham Foodbank by Gillingham Community Church under a subcontract agreement, and was funded by Gillingham Foodbank.

3 Movement of funds

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	120,529	45,645	(38,431)	-	127,743
Restricted funds					
Citizens Advice Consultancy	20,832	19,750	(22,611)	-	17,972
Strategic Resources grant GCC	-	-	-	-	-
Client utilities fund (Gas and Electric)	3,132	-	(1,895)	-	1,237
Client fresh food top up fund	3,694	8,500	(8,707)	-	3,487
	27,659	28,250	(33,213)	-	22,696
Total funds	148,188	73,895	(71,643)	-	150,439

Citizens Advice Consultancy - This fund provides payment to Citizens advice so that they can provide advisers to work with food bank clients.

The strategic resources grant is for staffing of foodbank and is paid to Gillingham Community Church for staff who are seconded to the foodbank.

The client utilities fund is to support clients with gas & electricity costs

The client fresh food top up fund is to purchase fresh food

GILLINGHAM FOODBANK

England & Wales - Charity number 1146565

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Gillingham Foodbank

Report and Accounts
Year ended 31 March 2024

Stewardship 
Active generosity

1 Lamb's Passage, London EC1Y 8AB
www.stewardship.org.uk

GILLINGHAM FOODBANK
LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2024

ADDRESS FOR CORRESPONDENCE	Wessex House 8 High Street GILLINGHAM Dorset SP8 4AG
GOVERNING DOCUMENT	Declaration of Trust dated 23 March 2012
CHARITY REGISTRATION NUMBER	1146565
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Hannah Gibbons Clive Ozzard Alistair Angus (resigned 24/10/24) Helen Long (resigned 19/06/23) Robert Rickards (resigned 17/06/24) Sheela Vishnu Upton (appointed 20/11/23) Neil Ian MacBean (appointed 13/03/24) Simon Vivian Chase (appointed 13/05/24)
INDEPENDENT EXAMINER	Sarah Crispin ACA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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Gillingham Foodbank

Annual Report

1 April 2023 – 31 March 2024



[A] Objectives and activities

National and county context

The first UK foodbank was established in 2000 by Christian charity The Trussell Trust in Salisbury. The Trust now co-ordinates a network of local independent foodbanks, to which it provides consultancy, training, systems, services and quality assurance. There are now over 1200 foodbank centres in the UK network, working to the same systems and standards.

Gillingham Foodbank purposes

The objects of the charity are to relieve poverty, hardship or distress through the provision of food to people in need of emergency supplies in North Dorset, South Somerset and Wiltshire and by such other means as the trustees may decide.

In setting our objectives and planning our activities, Gillingham foodbank trustees have complied with their duty to have due regard to the Charity Commissioners' public benefit guidance, in particular, when exercising powers or duties in advancing our objectives, conforming with the Charities Act 2011.

Foodbank main activities

Gillingham Foodbank provides emergency food assistance to local residents in short-term financial crisis.

Clients are normally referred to the foodbank by a front-line service or agency, such as a health worker, children's centre, council service or housing association. Agencies hold boxes on our behalf and distribute accordingly. This referral process ensures that the client's need has been validated, and thereby ensures that assistance is targeted appropriately.

The client receives a voucher which they bring to the foodbank. There they receive half-a-week's food, suitable for the size of their family. The food is donated by the general public, and is non-perishable standard groceries. Clients are usually limited to three vouchers per crisis in order to prevent the development of a dependency relationship.

Like other foodbanks in the Trussell Trust network, Gillingham Foodbank is run by mainstream Christian churches. However, the operation and objectives of Gillingham foodbank is entirely charitable, and non-religious in nature. Clients, partners and volunteers of all backgrounds are welcomed and treated equally.

Since October 2021 we have extended our opening hours to include Tuesday and Wednesday mornings where Foodbank clients who no longer require food can come to a safe place. There is a need for some to operate within community so that they avoid the need of help with food from the Foodbank. Activities include life skills, fun activities, tea coffee and cake and a listening ear. This was funded by Trussell Trust from a grant received for that purpose.

In January 2024 we appointed Helen Weaver as a salaried Project Manager, taking over from Neil MacBean who was a volunteer Project Manager. Neil has now become the Stock Control Manager.

[B] Achievements and performance

B1. Outcomes: food allocations to clients

Total “person allocations” during this report period = 2919 (comprising 1799 adults and 1120 children)

During the preceding year 2022-2023, 2844 people were fed. This shows a small increase in the number fed. We fulfilled 1569 emergency vouchers (1092 during 2022-23), representing a 40% increase on the preceding year.

North Dorset is a rural area, in which many areas appear affluent; however, there are pockets of poverty and low income. This is a surprisingly high level of relative demand, for an area that is easily type-cast as affluent. It strongly indicates the presence of real issues of poverty in this rural area.

Trends in demand over the year show peaks at major school holidays, when there is additional demand from families identified as genuinely reliant upon “free school meals” during term-time. That apart, the overall trend appears to be steadily upward.

In any six-month period, clients access the foodbank on average twice. This is consistent with the principal of providing specific crisis-relief, and not long-term, regular or open-ended assistance.

Age and ethnicity of clients

Age of client	Client 17-24	Client 25-64	Client 65+	Undisclosed	“children”
Number assisted	407	1252	62	0	1120

Simple statistics are collected about the age of clients and the number of “adults” and “children” in their household. The small number of clients over 65 is notable. This elderly group is not in natural contact with many of the voucher-holding agencies, and also can be reluctant to seek or accept charitable help.

B2. Voucher referral agencies

Foodbank vouchers are held by 46 agencies, mostly with a local focus, although there are 9 very active referral agencies. Open Door (Gillingham), Open House (Shaftesbury) and Cary Cares (Castle Cary) were our three busiest distributors. The role of referral agencies remains absolutely crucial to the operation of the foodbank, and their continuing partnership is greatly appreciated.

The rate of referrals is highly variable between voucher-distributors, reflecting the varied scope of their work, the needs of their clientele and the period in which they have held vouchers.

Vouchers are issued by the Foodbank itself where there are *bone fide* contacts validated by agencies that do not themselves hold vouchers, or where an agency asks the foodbank to issue an “emergency voucher”. Vouchers are occasionally issued to “cold callers” on understanding that they must seek further help from agencies that the foodbank volunteers signpost them to. Virtually all of our distributors now use the e-voucher system for emergency food parcels (not food boxes).

B3. Food collections and donations

Food donations from the general public remain consistently high. The Foodbank continues to attract very strong support from the public at large.

Food donors

Stock in type	Stock in (kg)	Stock in (% of total)
Donations from donors - Charities	766.8	2.55%
Donations from donors - Churches	2,209.6	7.35%
Donations from donors - Community groups	1,066.4	3.55%
Donations from donors - Corporates	703.9	2.34%
Donations from donors - Educations	1,493.5	4.96%
Donations from donors - Individual(s)	1,384.7	4.6%
Donations from donors - Supermarkets	18,771.1	62.4%
Purchased	3,208	10.66%
Returns from food bank centre	476.8	1.59%
Totals	30,080.8	100%

Current stock level stands at a little under 3,230kgs, a far more manageable amount, especially with a stocktake imminent.

Last year we received 30,080kgs of donated food, which represents an decrease of 11% on the preceding year (33,784kgs). We are having to buy food most months to provide the variety of food required for the clients.

The top 3 sources: 34% of donations were received via Waitrose, 18.7% Tesco and 10% Lidl, proportions being steady throughout the year.

It is worth noting that there has been a 5.22% increase in the amount of food purchased compared to 2022-23 and that only 2.6% of all donated food was unusable (out of date, partially used or damaged) – this being a total of 651kgs.

B4. Levels of abuse

Fraud, abuse and misuse are minimised by the voucher referral system, whereby clients only access the foodbank when referred by an agency that has validated their level of need. Nevertheless, some clients will attempt to abuse the system. The systematic processing of vouchers, discussion with voucher-issuing agencies and data checks keeps this under control.

It is believed that the level of actual abuse is not above 5% and may well be under half that figure. This low rate reflects the robust systems that are in place, although sustained vigilance will always be required to maintain this security.

B5. Future projections

Geographically, the Gillingham foodbank has reached its natural frontiers. The establishment of a new pop-up foodbanks during March 2020 many which have continued, have some limiting effect on client referrals on the periphery, though likely to be more than offset by generic increases.

National forecasts suggested increases in demand during 2023-2024, which has happened. While food and energy costs continue to rise and low-income household earnings remain stagnant, there is no likelihood of a down-turn in the households in financial crisis.

Increases in demand during 2024-2025 will put pressure on aspects of the Foodbank operation:

- **Administrative and managerial** functions will be under pressure, and additional volunteer support needed to share some of the central activities.
- **Outlet opening arrangements** and volunteer numbers will be periodically reviewed to ensure capacity to handle local levels of demand
- **Food supply** we anticipate having to purchase some food but it is not expected to be a problem as we have the funds to support this. Public donations are very strong, and is helped by food dump bins in many local supermarkets.
- **Foodstore capacity** will not be a problem as we have two foodstores based in Paris Court, one acting as an overflow store.

There appears every prospect that the foodbank will be able to meet the challenges, and continue to provide vital assistance to households in crisis across its area of operation. A Strategic Plan is in place to meet the aims of the charity.

[C] Financial review

C1. Key points

During the year 2023-24 Gillingham foodbank received total income of £80,002 (FY2022-23: £102,122) and dispersed £63,815 (FY2022-23: £66,846). Of the £80,002 income, £40,550 was unrestricted and £39,452 was restricted. Of the expenditure, £28,837 was unrestricted and £34,978 was restricted.

C2. Income and expenditure

Our donations continued at a more normal level after the generous gifts from the public in response to the Covid 19 pandemic in the previous years.

We received income from Gift Aid due to the high level of donors willing to do this.

C3. Reserves policy

Cash reserves

The foodbank's cash reserves held on 31st March 2024 as follows:

	£
Funds:	
Co-op Bank – current account	133,191
Wyvern Credit Union	14,996
TOTAL CASH FUNDS	148,187

Monetary investments

The foodbank has no money directly invested in property, securities or other forms of investment.

Gillingham foodbank's reserves policy covers all of its general and restricted funds. This policy is reviewed and approved annually by trustees. This policy is as follows:

Reserves policy for general funds

We agreed to keep at least this amount to enable us to make financial decisions

9 months normal expenditure	40,000
2 further years for CA adviser from 2025-2026@ £12kpa	24,000
1 further year for Distribution Centre management @£14kpa	14,000
Total	78,000

Reserves policy for restricted funds

Not applicable

C4. Investment policy and performance

The foodbank's investment policy is to diversify its (limited) funds in bank accounts and deposit accounts only. It has no other financial investment products or any investment property. The foodbank has no endowment funds, currently.

Short-term deposits are lodged directly with Co-operative Bank plc and attract rates of interest comparable with available commercial market rates. Deposit lodged with Wyvern Credit Union attract a dividend which is currently 0%. In FY2023-24 Gillingham foodbank's deposit account funds attracted an average interest rate of 0%.

C5. Going concern

The trustees of Gillingham foodbank have every reason to believe that the charity is a going concern, principally because it continues to be able to raise funding to support all of its activities, and further to extend those activities. The foodbank has adequate reserves to cover any shortfall in anticipated income.

C6. Deficits

The foodbank's total income exceeds its net expenditure and the charity does not operate in deficit. The charity has no subsidiary funds or undertakings.

Governance and charitable status

Gillingham foodbank was set up by Gillingham Community Church (GCC), St. Benedict's Catholic Church, Gillingham Methodist Church and St. Mary's Church, Gillingham.

The foodbank is a charitable trust with independent charitable status, and is constituted as a body of incorporated trustees with five trustees on the trust body.

The foodbank's governing document is a trust deed, executed on 23rd March, 2012.

Trustees are appointed to Gillingham foodbank by a resolution of the trustees passed at a special meeting of the trustees. In selecting individuals for appointment as trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity. Every trustee is appointed for a minimum of three years. The Chair of trustees is elected by the other trustees at an ordinary meeting of trustees.

One of GFB's trustees, Hannah Gibbons, was paid by GCC as an employee during the year. Part of her role for GCC during FY 2023-24 included specified staff services provided to GFB, funded by GFB as agreed by the other GFB trustees. No other trustees were employed or received any remuneration or benefit from the charity during FY 2023-24.

The foodbank is audited annually by the Trussell Trust, to verify the efficiency, effectiveness and probity of procedures. This audit generates a written report to the trustees and any actions carried out if needed. A copy of the report is available on request.

The foodbank is registered with the Information Commissioners Office. All volunteers are required to sign confidentiality agreements, protecting both client personal details and operational information.

Risk Management

The trustees have considered the risks that the charity is exposed to and put strategies in place to mitigate those risks. Policies are established for financial control, health and safety, safeguarding and data protection, equal opportunities, and for processing complaints.

Operational structure

The foodbank operates from two locations. One, in Paris Court, Station Road Gillingham hosts the food stores, and the other, Wessex House, 8 High Street, Gillingham, deals with the administrative functions and the public-facing outlet.

Volunteers

Around 30 regular volunteers contribute to the foodbank operation, in administration, stock management, deliveries and public-facing roles. All public-facing volunteers receive training to ensure consistency of procedures and standards. It has been calculated that the volunteer hours put into the foodbank equate to 2.5 full time paid staff; which if paid the minimum wage would cost over £25,000. We are therefore very grateful to all our volunteers who give up their time.


[D] Exemptions from disclosure

None.

[E] Funds held as custodian trustee

Gillingham foodbank holds no funds as custodian trustee. Nor does it collect any sums as agent for any other bodies for passing on to them.

This report was approved by the trustees and signed on their behalf by:


[H Gibbons \(Dec 9, 2024 16:58 GMT\)](#)
Hannah Gibbons

Dec 9, 2024
Date

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GILLINGHAM FOODBANK

I report to the trustees on my examination of the accounts of Gillingham Foodbank ('the charity') for the year ended 31 March 2024 on pages 11 to 13 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

Sarah Crispin

Sarah Crispin (Dec 10, 2024 14:29 GMT)

Sarah Crispin ACA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: Dec 10, 2024

GILLINGHAM FOODBANK
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted Funds		2024 £	2023 £
		General Funds £	Restricted Funds £		
Income receipts					
Donations		32,831	-	32,831	53,674
Gift aid receipts		3,207	-	3,207	1,868
Grants		3,314	39,452	42,766	46,580
Other		1,198	-	1,198	-
Total receipts		40,550	39,452	80,002	102,122
Payments					
Payments in relation to charitable activities undertaken directly	2	28,837	34,978	63,815	66,846
Total payments		28,837	34,978	63,815	66,846
Net of receipts / (payments) before		11,713	4,474	16,187	35,276
Transfers between funds	3	-	-	-	-
Net movement in funds		11,713	4,474	16,187	35,276
Cash funds as at last year end		108,816	23,185	132,001	96,725
Cash funds at this year end	A	120,529	27,659	148,188	132,001

The notes on page 13 form part of these accounts.

GILLINGHAM FOODBANK
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted General funds £	Restricted funds £	2024 £	2023 £
A Cash funds					
Cash at bank with immediate access		120,529	27,659	148,188	132,001
		<u>120,529</u>	<u>27,659</u>	<u>148,188</u>	<u>132,001</u>
B Other monetary assets					
Gift aid due to charity		546	-	546	942
		<u>546</u>	<u>-</u>	<u>546</u>	<u>942</u>
C Liabilities					
Falling due within one year					
Fee for Independent Examination		1,050	-	1,050	1,110
Pension payments		194	-	194	-
Accrued expenses		-	-	-	315
		<u>1,244</u>	<u>-</u>	<u>1,244</u>	<u>1,425</u>
D Assets retained for charity's own use					
			Fund to which asset belongs	Cost £	
Equipment				4,159	
				<u>4,159</u>	

The accounts were approved by the trustees and signed on their behalf by:

H Gibbons
H Gibbons (Dec 9, 2024 16:58 GMT)

 Hannah Gibbons
 Date: Dec 9, 2024

The notes on page 13 form part of these accounts.

GILLINGHAM FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted General funds £	Restricted Funds £	Total 2024 £	Total 2023 £
2 Payments in relation to charitable activities undertaken directly				
Staffing costs	8,321	29,195	37,516	18,993
Direct costs	8,369	5,783	14,152	9,310
Premises costs	8,609	-	8,609	35,502
Insurance	1,084	-	1,084	819
Office costs	930	-	930	839
Professional fees & governance	1,524	-	1,524	-
Sundry expenses	-	-	-	1,383
	<u>28,837</u>	<u>34,978</u>	<u>63,815</u>	<u>66,846</u>

Staffing costs includes £14,380 paid to Gillingham Community Church for seconded staff, including £6,391 (2023: £7,000) relating to Hannah Gibbons (trustee of the charity) and £20,454 paid to Citizens Advice for services provided by advisors

3 Movement of funds

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	108,816	40,550	(28,837)	-	120,529
Restricted funds					
Strategic Resources grant	-	14,380	(14,380)	-	-
Cost of Living grant	-	5,000	(1,306)	-	3,694
Caseworker grant	8,431	9,658	(6,510)	-	11,579
Financial inclusion grant	7,644	9,914	(8,305)	-	9,253
Client utilities fund	7,110	-	(3,978)	-	3,132
Client fresh food top up fund	-	500	(500)	-	-
	<u>23,185</u>	<u>39,452</u>	<u>(34,978)</u>	<u>-</u>	<u>27,659</u>
Total funds	<u>132,001</u>	<u>80,002</u>	<u>(63,815)</u>	<u>-</u>	<u>148,188</u>

The strategic resources grant is for staffing of foodbank and is paid to Gillingham Community Church for staff who are seconded to the foodbank.
The winter warmer grant was to fund the provision of shower facilities.
The triage advisor grant is to pay for a triage worker from Citizen's Advice
The financial inclusion grant is to pay for a case worker from Citizen's Advice
The client utilities fund is to support clients with gas & electricity costs
The client fresh food top up fund is to purchase fresh food

GILLINGHAM FOODBANK

England & Wales - Charity number 1146565

Accounts

Gillingham Foodbank

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INDEPENDENT EXAMINER	Sarah Crispin ACA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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Gillingham Foodbank
Annual Report



1 April 2022 – 31 March 2023



[A] Objectives and activities

National and county context

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The client receives a voucher which they bring to the foodbank. There they receive half-a-week's food, suitable for the size of their family. The food is donated by the general public, and is non-perishable standard groceries. Clients are usually limited to three vouchers per crisis in order to prevent the development of a dependency relationship.

Like other foodbanks in the Trussell Trust network, Gillingham Foodbank is run by mainstream Christian churches. However, the operation and objectives of Gillingham foodbank is entirely charitable, and non-religious in nature. Clients, partners and volunteers of all backgrounds are welcomed and treated equally.

Since October 2021 we have extended our opening hours to include Tuesday and Wednesday mornings where Foodbank clients who no longer require food can come to a safe place. There is a need for some to operate within community so that they avoid the need of help with food from the Foodbank. Activities include life skills, fun activities, tea coffee and cake and a listening ear. This was funded by Trussell Trust from a grant received for that purpose.

[B] Achievements and performance

B1. Outcomes: food allocations to clients

Total “person allocations” during this report period = 2844 (comprising 1737 adults and 1107 children)

During the preceding year 2021-2022, 1704 people, of which 636 children, were fed. This shows a 67% increase in the number fed. We fulfilled 1092 emergency vouchers (690 during 2021-22), representing a 58% increase on the preceding year.

North Dorset is a rural area, in which many areas appear affluent; however, there are pockets of poverty and low income. This is a surprisingly high level of relative demand, for an area that is easily type-cast as affluent. It strongly indicates the presence of real issues of poverty in this rural area.

Trends in demand over the year show peaks at major school holidays, when there is additional demand from families identified as genuinely reliant upon “free school meals” during term-time. That apart, the overall trend appears to be steadily upward.

In any six-month period, clients access the foodbank on average twice. This is consistent with the principal of providing specific crisis-relief, and not long-term, regular or open-ended assistance.

Age and ethnicity of clients

Age of client	Client 17-24	Client 25-64	Client 65+	Undisclosed	“children”
Number assisted	230	788	44	6	636

Simple statistics are collected about the age of clients and the number of “adults” and “children” in their household. The small number of clients over 65 is notable. This elderly group is not in natural contact with many of the voucher-holding agencies, and also can be reluctant to seek or accept charitable help.

B2. Voucher referral agencies

Foodbank vouchers are held by 49 agencies, mostly with a local focus, although there are 9 very active referral agencies. Open Door (Gillingham), Open House (Shaftesbury) and Cary Cares (Castle Cary) were our three busiest distributors. The role of referral agencies remains absolutely crucial to the operation of the foodbank, and their continuing partnership is greatly appreciated.

The rate of referrals is highly variable between voucher-distributors, reflecting the varied scope of their work, the needs of their clientele and the period in which they have held vouchers.

Vouchers are issued by the Foodbank itself where there are *bone fide* contacts validated by agencies that do not themselves hold vouchers, or where an agency asks the foodbank to issue an “emergency voucher”. Vouchers are occasionally issued to “cold callers” on understanding that they must seek further help from agencies that the foodbank volunteers signpost them to. Virtually all of our distributors now use the e-voucher system for emergency food parcels (not food boxes).

An emerging issue is that several national agencies are not reading our Foodbank profile correctly before issuing an e-voucher - primarily for delivery to clients living in Yeovil - with one very recent request to deliver to Crewkerne

B3. Food collections and donations

Food donations from the general public remain consistently high. The Foodbank continues to attract very strong support from the public at large.

Food donors

Stock in type	number	Stock in (kg)	Stock in (% of total)
Donations from donors - Charities	3	1134.2	3.15%
Donations from donors - Churches	20	2774.3	7.70%
Donations from donors - Community groups	9	526.1	1.46%
Donations from donors - Corporates	13	1245.5	3.46%
Donations from donors - Educations	14	1382.6	3.84%
Donations from donors - Individual(s)	not recorded	1442.5	4.00%
Donations from donors - Supermarkets	9	25176.3	69.88%
Purchased		1975.02	5.48%
Returns from food bank centre		373.9	1.04%
Totals		36,030.42	100%

Current stock level stands at a little under 3,500kgs, a far more manageable amount, especially with a stocktake imminent.

Last year we received 33,784kgs of donated food, which represents an increase of nearly 25% on the preceding year (27,088kgs). Stock level is at a much more manageable level compared with the Covid era 2020/21

The top 3 sources: 32% of donations were received via Waitrose, 23% Tesco and 8% Asda, proportions being steady throughout the year.

It is worth noting that 2.6% of all donated food was unusable (out of date, partially used or damaged) – this being a total of 898kgs.

B4. Levels of abuse

Fraud, abuse and misuse are minimised by the voucher referral system, whereby clients only access the foodbank when referred by an agency that has validated their level of need. Nevertheless, some clients will attempt to abuse the system. The systematic processing of vouchers, discussion with voucher-issuing agencies and data checks keeps this under control.

It is believed that the level of actual abuse is not above 5% and may well be under half that figure. This low rate reflects the robust systems that are in place, although sustained vigilance will always be required to maintain this security.

B5. Future projections

Geographically, the Gillingham foodbank has reached its natural frontiers. The establishment of a new pop-up foodbanks during March 2020 many which have continued, have some limiting effect on client referrals on the periphery, though likely to be more than offset by generic increases.

National forecasts suggested increases in demand during 2022-2023, which has happened. While food and energy costs continue to rise and low-income household earnings remain stagnant, there is no likelihood of a down-turn in the households in financial crisis.

Increases in demand during 2023-2024 will put pressure on aspects of the Foodbank operation:

- **Administrative and managerial** functions will be under pressure, and additional volunteer support needed to share some of the central activities.
- **Outlet opening arrangements** and volunteer numbers will be periodically reviewed to ensure capacity to handle local levels of demand.
- **Food supply** is not expected to be a problem. Public donations are very strong, and is helped by food dump bins in many local supermarkets.
- **Foodstore capacity** will not be a problem as there are now two foodstores based in Paris Court, one acting as an overflow store.

There appears every prospect that the foodbank will be able to meet the challenges, and continue to provide vital assistance to households in crisis across its area of operation. A Strategic Plan is in place to meet the aims of the charity.

[C] Financial review

C1. Key points

During the year 2022-23 Gillingham foodbank received total income of £102,122 (FY2021-22: £88,477) and dispersed £66,846 (FY2021-22: £75,549). Of the £102,122 income, £52,954 was unrestricted and £49,168 was restricted. Of the expenditure £40,863 was unrestricted and £25,983 was restricted.

Cash funds of £132,001 were carried forward across the year end (FY2021-22: £96,724).

C2. Income and expenditure

Our donations returned to a more normal level after the generous gifts from the public in response to the Covid 19 pandemic in the previous years.

We received income from Gift Aid due to the high level of donors willing to do this.

We also received a huge amount of donations of food both from the public and directly from Companies and Supermarkets.

C3. Reserves policy

Cash reserves

The foodbank's cash reserves held on 31st March 2023 as follows:

	£
Funds:	
Co-op Bank – current account	117,005
Wyvern Credit Union	14,996
TOTAL CASH FUNDS	132,001

Monetary investments

The foodbank has no money directly invested in property, securities or other forms of investment.

Gillingham foodbank's reserves policy covers all of its general and restricted funds. This policy is reviewed and approved annually by trustees. This policy is as follows:

Reserves policy for general funds

Gillingham Foodbank Reserves policy

We agreed to keep at least this amount to enable us to make financial decisions

9 months normal expenditure	9,500
Rent for 3 years if rent free situation does not continue @ £5k pa	15,000
1 year salary for Project Manager if volunteer PM is unable to continue	10,000
2 further years for CA adviser from 2025-2026@ £12kpa	24,000
1 further year for Distribution Centre management @£14kpa	14,000
Total	72,500

Reserves policy for restricted funds

Not applicable

C4. Investment policy and performance

The foodbank's investment policy is to diversify its (limited) funds in bank accounts and deposit accounts only. It has no other financial investment products or any investment property. The foodbank has no endowment funds, currently.

Short-term deposits are lodged directly with Co-operative Bank plc and attract rates of interest comparable with available commercial market rates. Deposit lodged with Wyvern Credit Union attract a dividend which is currently 0%. In FY2022-23 Gillingham foodbank's deposit account funds attracted an average interest rate of 0%.

C5. Going concern

The trustees of Gillingham foodbank have every reason to believe that the charity is a going concern, principally because it continues to be able to raise funding to support all of its activities, and further to extend those activities. The foodbank has adequate reserves to cover any shortfall in anticipated income.

C6. Deficits

The foodbank's total income exceeds its net expenditure and the charity does not operate in deficit. The charity has no subsidiary funds or undertakings.

Governance and charitable status

Gillingham foodbank was set up by Gillingham Community Church (GCC), St. Benedict's Catholic Church, Gillingham Methodist Church and St. Mary's Church, Gillingham.

The foodbank is a charitable trust with independent charitable status, and is constituted as a body of incorporated trustees with five trustees on the trust body.

The foodbank's governing document is a trust deed, executed on 23rd March, 2012.

Trustees are appointed to Gillingham foodbank by a resolution of the trustees passed at a special meeting of the trustees. In selecting individuals for appointment as trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity. Every trustee is appointed for a minimum of three years. The Chair of trustees is elected by the other trustees at an ordinary meeting of trustees.

One of GFB's trustees, Hannah Gibbons, was paid by GCC as an employee during the year. Part of her role for GCC during FY 2022-23 included specified staff services provided to GFB, funded by GFB as agreed by the other GFB trustees. No other trustees were employed or received any remuneration or benefit from the charity during FY 2022-23.

The foodbank is audited annually by the Trussell Trust, to verify the efficiency, effectiveness and probity of procedures. This audit generates a written report to the trustees and any actions carried out if needed. A copy of the report is available on request.

The foodbank is registered with the Information Commissioners Office. All volunteers are required to sign confidentiality agreements, protecting both client personal details and operational information.

Risk Management

The trustees have considered the risks that the charity is exposed to and put strategies in place to mitigate those risks. Policies are established for financial control, health and safety, safeguarding and data protection, equal opportunities, and for processing complaints.

Operational structure

The foodbank operates from two locations. One, in Paris Court, Station Road Gillingham hosts the food stores, and the other, Wessex House, 8 High Street, Gillingham, deals with the administrative functions and the public-facing outlet.

Volunteers

Around 30 regular volunteers contribute to the foodbank operation, in administration, stock management, deliveries and public-facing roles. All public-facing volunteers receive training to ensure consistency of procedures and standards. It has been calculated that the volunteer hours put into the foodbank equate to 2.5 full time paid staff; which if paid the minimum wage would cost over £25,000. We are therefore very grateful to all our volunteers who give up their time.

[E] Exemptions from disclosure

None.

[F] Funds held as custodian trustee

Gillingham foodbank holds no funds as custodian trustee. Nor does it collect any sums as agent for any other bodies for passing on to them.

[G] Responsibilities of trustees

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

[H] Approval

This report was approved by the trustees and signed on their behalf by:

Hannah Gibbons

Hannah Gibbons

Date: 4 December 2023

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF GILLINGHAM FOODBANK

I report to the trustees on my examination of the accounts of Gillingham Foodbank ('the charity') for the year ended 31 March 2023 on pages 11 to 14 following.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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

Sarah Crispin

Sarah Crispin ACA
Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: 5 December 2023

GILLINGHAM FOODBANK
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	<u>Unrestricted Funds</u>		2023 £	2022 £
		General Funds £	Restricted Funds £		
Income receipts					
Donations		44,574	9,100	53,674	23,734
Gift aid receipts		1,868	-	1,868	1,855
Other grants		6,512	40,068	46,580	62,858
Total receipts		<u>52,954</u>	<u>49,168</u>	<u>102,122</u>	<u>88,447</u>
Payments					
Payments in relation to charitable activities undertaken directly	2	11,683	1,990	13,673	11,226
Grants paid in relation to charitable activities undertaken by others	3	29,180	23,993	53,173	60,270
		<u>40,863</u>	<u>25,983</u>	<u>66,846</u>	<u>71,496</u>
Purchase of fixed assets		-	-	-	4,053
		-	-	-	4,053
Total payments		<u>40,863</u>	<u>25,983</u>	<u>66,846</u>	<u>75,549</u>
Net of receipts / (payments) before		12,091	23,185	35,276	12,898
Transfers between funds	5	-	-	-	-
Net movement in funds		<u>12,091</u>	<u>23,185</u>	<u>35,276</u>	<u>12,898</u>
Cash funds as at last year end		96,725	-	96,725	83,827
Cash funds at this year end	A	<u>108,816</u>	<u>23,185</u>	<u>132,001</u>	<u>96,725</u>

The notes on pages 13 - 14 form part of these accounts.

GILLINGHAM FOODBANK
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted General funds £	Restricted funds £	2023 £	2022 £
A Cash funds					
Cash at bank with immediate access		108,816	23,185	132,001	96,725
		108,816	23,185	132,001	96,725
B Other monetary assets					
Gift aid due to charity		1,525	-	1,525	942
		1,525	-	1,525	942
C Liabilities					
Falling due within one year					
Fee for Independent Examination		1,110	-	1,110	-
Accrued expenses		-	783	783	315
		1,110	783	1,893	315
D Assets retained for charity's own use					
			Fund to which asset belongs	Cost £	
Computer Equipment				834	
Equipment				6,696	
				7,530	

The accounts were approved by the trustees and signed on their behalf by:

Hannah Gibbons

Hannah Gibbons

Date: 4 December 2023

The notes on pages 13 - 14 form part of these accounts.

GILLINGHAM FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

In the previous year, the charity presented accounts prepared on the accruals basis using the Charities SORP. However, as the charity's income is less than £250,000, it has taken advantage of the option to prepare its accounts on a receipts and payments basis and the results reported previously have been restated; further information is given in note 6 below.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted General funds £	Restricted Funds £	Total 2023 £	Total 2022 £
2 Payments in relation to charitable activities undertaken directly				
Employment costs	-	-	-	1,295
Direct costs	7,320	1,990	9,310	3,392
Premises costs	1,322	-	1,322	4,551
Insurance	819	-	819	788
Office costs	839	-	839	579
Professional fees & governance	-	-	-	567
Sundry expenses	1,383	-	1,383	54
	<u>11,683</u>	<u>1,990</u>	<u>13,673</u>	<u>11,226</u>
3 Grants paid in relation to charitable activities undertaken by others				
Grants for:				
Gillingham Community Church	29,180	19,380	48,560	60,270
Citizens Advice	-	4,613	4,613	-
	<u>29,180</u>	<u>23,993</u>	<u>53,173</u>	<u>60,270</u>
4 Transactions with related parties				

The charity gave a grant of £7,000 to Gillingham Community Church during the year for services which are provided by Hannah Gibbons, trustee, who is an employee of the church.

GILLINGHAM FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

5 Movement of funds

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	96,725	52,954	(40,863)	-	108,816
Restricted funds					
Strategic Resources Grant	-	14,380	(14,380)	-	-
Winter warmer grant	-	5,000	(5,000)	-	-
Triage advisor grant	-	11,199	(2,768)	-	8,431
Financial inclusion grant	-	9,489	(1,845)	-	7,644
Client utilities fund	-	9,100	(1,990)	-	7,110
	<u>-</u>	<u>49,168</u>	<u>(25,983)</u>	<u>-</u>	<u>23,185</u>
Total funds	<u>96,725</u>	<u>102,122</u>	<u>(66,846)</u>	<u>-</u>	<u>132,001</u>

The Strategic Resources Grant is for staffing of foodbank and is paid to Gillingham Community Church for staff who are seconded to the foodbank.
The Winter warmer grant was to fund the provision of shower facilities.
The Triage advisor grant is to pay for a triage worker from Citizen's Advice
The Financial inclusion grant is to pay for a case worker from Citizen's Advice
The client utilities fund is to support clients with gas & electricity costs

6 Reconciliation with previously reported funds

As explained in note 1 'Accounting Policies', in the previous year the charity prepared its accounts using the accruals basis; in the current year the charity has taken advantage of the option to prepare its accounts on a receipts and payments basis. The comparatives presented in these accounts have been re-stated using the receipts and payments basis and a reconciliation with the reserves and results reported previously follows:

Reconciliation of reserves

	2022 £	2021 £
Previously reported reserves, at 31 March	100,739	84,500
Adjustments arising from use of receipts and payments basis:		
Exclusion of previously included fixed assets	(4,329)	(988)
Exclusion of previously included debtors	-	-
Exclusion of previously included creditors	315	315
Re-stated reserves, at 31 March	<u>96,725</u>	<u>83,827</u>

Reconciliation of results

	2022 £
Previously reported results	16,239
Adjustments arising from use of receipts and payments basis:	
Previously capitalised expenditure, less depreciation, now expensed	(3,341)
Excluded movements in debtors resulting in the recognition of more / (less) income	-
Excluded movements in creditors resulting in the recognition of less / (more) expenditure	-
Re-stated results	<u>12,898</u>

GILLINGHAM FOODBANK

England & Wales - Charity number 1146565

Accounts

GILLINGHAM FOODBANK
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

FREESTONE & CO
Chartered Accountants
One The Centre
High Street

GILLINGHAM
Dorset
SP8 4AB

**GILLINGHAM FOODBANK
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**GILLINGHAM FOODBANK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2022**

Reference and administration details

Charity's principal address: 6 Station Road, Gillingham, Dorset SP8 4PY

Charity trustees

Name	Office (if any)	Dates acted if not for whole year
Hannah Gibbons Chair		
Robert Rickards		
Lewis Buckwell		
Gordon Clowrey		
Clive Ozzard		
01/04/2021 - 18/10/2021		
Philippa Sargent		

Names and addresses of advisers

Type of advisor	Name	Address
Accountants	Freestone & Co	One The centre, High Street, Gillingham, Dorset
Bankers	Co-operative Bank plc	P.O. Box 101, 1 Balloon Street, Manchester M60 4EP

Structure, governance and management

Description of the charity's trusts

Type of governing document: Trust Deed dated 23/03/12

How the charity is constituted: The foodbank is a charitable trust with independent charitable status, and is constituted as a body of incorporated trustees with five trustees on the body.

**GILLINGHAM FOODBANK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 March 2022
(Continued)**

Objectives and activities

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

To relieve poverty, hardship or distress through the provision of food to people in need of emergency supplies in North Dorset, South Somerset and Wiltshire and by such other means that the trustees may determine.

Summary of the main activities in relation to these objects:

The trustees who manage the charity meet at least four times a year.
Food distributed to local people to help them in their time of crisis.

Achievements and performance

Summary of the main achievements of the charity during the year

Fed 1704 people comprising of 1068 adults and 636 children. Over 27 tonnes of food was received for distribution to local people.

**GILLINGHAM FOODBANK
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 March 2022
(Continued)**

Financial review

Brief statement of the charity's policy on reserves The reserves policy for general funds can be found in the Trustees Annual Report.

Details of any funds materially in deficit None.

Declaration

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

Signed on behalf of the charity's trustees

Signature

Full name

Position Chair Vice Chair

Date

**GILLINGHAM FOODBANK
INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

TO THE TRUSTEES OF GILLINGHAM FOODBANK

**FOR THE YEAR ENDED 31 MARCH 2022
AS SET OUT ON PAGES 7 TO 10**

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the Act)). The trustees have requested that an independent examination be carried out. It is my responsibility to:

- examine the accounts (under section 145 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145 (5) of the Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 130 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Name:

Mr R. Freestone

Relevant professional qualifications:

FCA, FCCA

Address:

One The Centre
High Street
Gillingham
Dorset

SP8 4AB

**GILLINGHAM FOODBANK
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	<u>Unrestricte</u> <u>d Funds</u> £	<u>Restricted</u> <u>funds</u> £	<u>Endowmen</u> <u>t</u> £	<u>Total</u> <u>funds</u> £	<u>Last</u> <u>Year</u> £
Income					
Donations - gift aid	8,328	0	0	8,328	20,083
Donations - non gift aid	15,406	0	0	15,406	33,677
HMRC Gift Aid	1,855	0	0	1,855	5,625
Grants	3,000	59,858	0	62,858	11,000
Total Receipts	<u>28,589</u>	<u>59,858</u>	<u>0</u>	<u>88,447</u>	<u>70,385</u>
Expenses					
Payments to GCC		60,270	0	60,270	
Direct Costs	3,392	0	0	3,392	5,080
Wages and Salaries	1,295	0	0	1,295	3,567
Premises costs	4,551	0	0	4,551	3,608
Insurance	788	0	0	788	975
		0	0		
Office costs	579	0	0	579	1,299
Accountancy	567	0	0	567	318
Bank charges	8			8	
Charitable donations					3000
Sundry expenses	46			46	259
Depreciation	712			712	307
Total payments	<u>11,938</u>	<u>60,270</u>	<u>0</u>	<u>72,208</u>	<u>18,413</u>
Net surplus /(defecit)	16,651	(412)	0	16,239	51,972
Transfers between funds	(412)	412	0	0	0
Surplus after fund	<u>16,239</u>	<u>0</u>	<u>0</u>	<u>16,239</u>	<u>51,972</u>

GILLINGHAM FOODBANK
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestr cted funds £	Restricted income funds £	Endowm ent funds £	Total this year £	Total last Year £
Tangible Assets	1.	4,329			4,329	988
Current Assets						
Cash at bank and in hand		96,274			96,274	83,826
Current Liabilities						
Accruals		(315)			(315)	(315)
Net Assets		96,409			96,409	83,511
Total Assets less Current Liabilities		100,738			100,738	84,499
Capital Account						
At 1 April 2021		84,499	0		84,499	32,527
Profit for year		16,239			16,239	51,972
		100,738			100,738	84,499

Signed on behalf of all trustees

Signature

Full name**Position**

Chair

Vice Chair

Date

.....

.....

**GILLINGHAM FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022**

1. Tangible Assets

Cost	Computer Equipment £	Fixtures, fittings and Equipment £	Total £
At 1 April 2021	834	2,537	3,371
Additions	-	4,053	4,053
At 31 March 2022	834	6,590	7,424
<u>Depreciation</u>			
At 1 April 2021	353	2,030	2,383
Charge for year	53	659	712
At 31 March 2022	406	2,689	3,095
Net Book Value			
At 31 March 2022	428	3,901	4,329
At 31 March 2021	481	507	988

GILLINGHAM FOODBANK

England & Wales - Charity number 1146565

Accounts



Gillingham Foodbank Annual Report

1 April 2020 - 31 March 2021



[A] Objectives and activities

National and county context

The first UK foodbank was established in 2000 by Christian charity The Trussell Trust in Salisbury. The Trust now co-ordinates a network of local independent foodbanks, to which it provides consultancy, training, systems, services and quality assurance. There are now over 300 foodbanks in the UK network, working to the same systems and standards.

Gillingham Foodbank purposes

The objects of the charity are to relieve poverty, hardship or distress through the provision of food to people in need of emergency supplies in North Dorset, South Somerset and Wiltshire and by such other means as the trustees may decide.

In setting our objectives and planning our activities, Gillingham foodbank trustees have complied with their duty to have due regard to the Charity Commissioners' public benefit guidance, in particular, when exercising powers or duties in advancing our objectives, conforming with the Charities Act 2011.

Foodbank main activities

Gillingham Foodbank provides emergency food assistance to local residents in short-term financial crisis.

Clients are normally referred to the foodbank by a front-line service or agency, such as a health worker, children's centre, council service or housing association. This referral process ensures that the client's need has been validated, and thereby ensures that assistance is targeted appropriately.

The client receives a voucher which they bring to the foodbank. There they receive half-a-week's food, suitable for the size of their family. The food is donated by the general public, and is non-perishable standard groceries. Clients are usually limited to three vouchers per crisis in order to prevent the development of a dependency relationship.

Like other foodbanks in the Trussell Trust network, Gillingham Foodbank is run by mainstream Christian churches. However, the operation and objectives of Gillingham foodbank is entirely charitable, and non-religious in nature. Clients, partners and volunteers of all backgrounds are welcomed and treated equally.

[B] Achievements and performance

B1. Outcomes: food allocations to clients

Total "person allocations" during this report period = 2047
(comprising 1231 adults, 816 children)

This level of demand experienced in 2020-2021 has increased from 1744 (1065 adults and 679 children) in the previous year. This appears to be consistent with national trends.

North Dorset is a rural area, in which many areas appear affluent; however, there are pockets of poverty and low income. This is a surprisingly high level of relative demand, for an area that is easily type-cast as affluent. It strongly indicates the presence of real issues of poverty in this rural area.

Trends in demand over the year show peaks at major school holidays, when there is additional demand from families identified as genuinely reliant upon “free school meals” during term-time. That apart, the overall trend appears to be steadily upward.

In any six-month period, clients access the foodbank on average twice. This is consistent with the principal of providing specific crisis-relief, and not long-term, regular or open-ended assistance.

Age and ethnicity of clients

Age of client	Client 17-24	Client 25-64	Client 65+	Undisclosed	“children”
Number assisted	196	983	52	0	816

Simple statistics are collected about the age of clients and the number of “adults” and “children” in their household. The small number of clients over 65 is notable. This elderly group is not in natural contact with many of the voucher-holding agencies, and also can be reluctant to seek or accept charitable help.

B2. Voucher referral agencies

Foodbank vouchers are held by 40 agencies, mostly with a local focus, although there are 10 very active referral agencies.

The role of referral agencies remains absolutely crucial to the operation of the foodbank, and their continuing partnership is greatly appreciated.

The rate of referrals is highly variable between voucher-distributors, reflecting the varied scope of their work, the needs of their clientele and the period in which they have held vouchers.

Vouchers are issued by the Foodbank itself where there are *bone fide* contacts validated by agencies that do not themselves hold vouchers, or where an agency asks the foodbank to issue an “emergency voucher”. Vouchers are occasionally issued to “cold callers” on understanding that they must seek further help from agencies that the foodbank volunteers signpost them to.

B3. Food collections and donations

Food donations from the general public remain consistently high. The Foodbank continues to attract very strong support from the public at large.

Food donors

Donor type	Number	Total (kg)	Proportion
Churches	21	1,552.24	3.83%
Educations	9	259.30	0.64%
Supermarkets	8	32,947.18	81.25%
Corporate	7	401.20	0.99%
General public		2,753.70	6.79%
Charities	7	13.0	0.03%
Community Groups	7	1467.30	3.62%
Purchased		160.60	0.4%
Returned to Foodstore		965.30	2.38%
Stock adjust		29.9	0.07%
Total		40,549.72	100%

Total year

donations this amounted to

40,549.72kgs. Foodbank allocations have an average retail value of £1.75 per kg. On this basis, the value of all stock donated to the foodbank is almost £71,000. This is astonishing and shows the huge support the foodbank continues to have.

B4. Levels of abuse

Fraud, abuse and misuse are minimised by the voucher referral system, whereby clients only access the foodbank when referred by an agency that has validated their level of need. Nevertheless, some clients will attempt to abuse the system. The systematic processing of vouchers, discussion with voucher-issuing agencies and data checks keeps this under control.

It is believed that the level of actual abuse is not above 5%, and may well be under half that figure. This low rate reflects the robust systems that are in place, although sustained vigilance will always be required to maintain this security.

B5. Future projections

Geographically, the Gillingham foodbank has reached its natural frontiers. The establishment of a new pop up foodbanks during March 2020 may have some limiting effect on client referrals on the periphery, though likely to be more than offset by generic increases.

National forecasts are for significant increases in demand during 2021-2022. While food and energy costs continue to rise and low-income household earnings remain stagnant, there is no likelihood of a down-turn in the households in financial crisis. This is expected to be compounded by reduction in Universal Credit in October.

Increases in demand during 2021-2022 will put pressure on aspects of the Foodbank operation:

- **Administrative and managerial** functions will be under pressure, and additional volunteer support needed to share some of the central activities.
- **Outlet opening arrangements** and volunteer numbers will be periodically reviewed to ensure capacity to handle local levels of demand. In particular, the option for an outlet in Wincanton will be reviewed, if there is apparent need.
- **Food supply** is not expected to be a problem. Public donations are very strong, and is helped by food dump bins in many local supermarkets.
- **Foodstore capacity** will not be a problem as there are now two foodstores based in Paris Court, one acting as an overflow store.

There appears every prospect that the foodbank will be able to meet the challenges of 2021-22, and continue to provide vital assistance to households in crisis across its area of operation. A Strategic Plan is being developed to meet the aims of the charity.

[C] Financial review

C1. Key points

During the year 2020-21 Gillingham foodbank received total income of £70,385 (FY2019-20: £18,568) and dispersed £13,333 (FY2019-20: £7,930).

Net current assets of £83,826 were carried forward across the year end (FY2019-20: £32,529).

C2. Income and expenditure

We had expenditure of £3,567 for employment costs as we very briefly employed a Project Manager. After a few months he wished to continue with the work, but as a volunteer only.

We had much higher donations than in previous years, due to the generous gifts from the public in response to the Covid 19 pandemic.

We received £5,625 in Gift Aid due to the high level of donors willing to do this.

We also received a huge amount of donations of food both from the public and directly from Companies and Supermarkets in response to the Covid 19 pandemic.

C3. Reserves policy

Cash reserves

The foodbank's cash reserves held on 31st March 2021 were as follows:

	£
Unrestricted Funds:	
Co-op Bank - current account	68,830
Wyvern Credit Union	14,996
TOTAL UNRESTRICTED	83,826
Restricted Funds:	0
TOTAL RESTRICTED	0
TOTAL CASH FUNDS	83,826

Monetary investments

The foodbank has no money directly invested in property, securities or other forms of investment.

Gillingham foodbank's reserves policy covers all of its general and restricted funds. This policy is reviewed and approved annually by trustees. This policy is as follows:

Reserves policy for general funds

The foodbank aims to hold a minimum of 6 months' budgeted expenditure in its general funds at any time. This equates to £11k for 2021-22. This is to provide funds for:

- Essential cash-flow: covering short-term deficits whilst awaiting grants or other income, or in the event of needing to fund-raise for specific projects
- Unforeseen emergencies or unexpected needs, such as unanticipated repair bills or other urgent expenditure
- Unexpected shortfalls in funding.

Reserves policy for restricted funds

Not applicable

C4. Investment policy and performance

The foodbank's investment policy is to diversify its (limited) funds in bank accounts and deposit accounts only. It has no other financial investment products or any investment property. The foodbank has no endowment funds, currently.

Short-term deposits are lodged directly with Co-operative Bank plc and attract rates of interest comparable with available commercial market rates. Deposit lodged with Wyvern Credit Union attract a dividend which is currently 0%. In FY2020-21 Gillingham foodbank's deposit account funds attracted an average interest rate of 0%.

C5. Going concern

The trustees of Gillingham foodbank have every reason to believe that the charity is a going concern, principally because it continues to be able to raise funding to support all of its activities, and further to extend those activities. The foodbank has adequate reserves to cover any shortfall in anticipated income.

C6. Deficits

The foodbank's total income exceeds its net expenditure and the charity does not operate in deficit. The charity has no subsidiary funds or undertakings.

Governance and charitable status

Gillingham foodbank was set up by Gillingham Community Church, St. Benedict's Catholic Church, Gillingham Methodist Church and St. Mary's Church.

The foodbank is a charitable trust with independent charitable status, and is constituted as a body of incorporated trustees with five trustees on the trust body.

The foodbank's governing document is a trust deed, executed on 23rd March, 2012.

Trustees are appointed to Gillingham foodbank by a resolution of the trustees passed at a special meeting of the trustees. In selecting individuals for appointment as trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity. Every trustee is appointed for a minimum of three years. The Chair of trustees is elected by the other trustees at an ordinary meeting of trustees.

No trustee is employed or receives any remuneration or financial benefit from the charity.

The foodbank is audited annually by the Trussell Trust, to verify the efficiency, effectiveness and probity of procedures. This audit generates a written report to the trustees and any actions carried out if needed. A copy of the report is available on request.

The foodbank is registered with the Information Commissioners Office. All volunteers are required to sign confidentiality agreements, protecting both client personal details and operational information.

Operational structure

The foodbank operates from two locations. One, in Paris Court, Station Road Gillingham hosts the food stores, and the other, Wessex House, 8 High Street, Gillingham, deals with the administrative functions and the public-facing outlet. During the year we moved from distributing the food at The Old Library in Station Road Gillingham to our new centre at Wessex House.

Volunteers

Around 30 regular volunteers contribute to the foodbank operation, in administration, stock management, deliveries and public-facing roles. All public-facing volunteers receive training to ensure consistency of procedures and standards. It has been calculated that the volunteer hours put into the foodbank equate to 2.5 full time paid staff; which if paid the minimum wage would cost over £25,000. We are therefore very grateful to all our volunteers who give up their time.

Covid 19

Many volunteers were unable to help during the various lockdowns caused by the Covid 19 pandemic. This has put extra pressure on the remaining volunteers, but it also attracted some new ones who were willing to step in as they were unable to work. All the contact with clients has been on the phone as we were unable to meet them face to face due to the restrictions.

E1. Name of the charity

Gillingham foodbank

E2. Charity registration number

1146565 Registered in England & Wales/Scotland

E3. Address of principal office

6 Station Road
Gillingham
SP8 4PY

E4. Names of trustees serving in FY2020-21

Gordon Clowrey, Hannah Gibbons, Lewis Buckwell, Philippa Sargent and Robert Rickards, and David Webb.

[F] Exemptions from disclosure

None.

[G] Funds held as custodian trustee

Gillingham foodbank holds no funds as custodian trustee. Nor does it collect any sums as agent for any other bodies for passing on to them.

GILLINGHAM FOODBANK
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

FREESTONE & CO
Chartered Accountants
One The Centre
High St
Gillingham
Dorset
SP8 4AB

GILLINGHAM FOODBANK
ACCOUNTANT'S REPORT TO THE TRUSTEES
ON THE ACCOUNTS OF GILLINGHAM FOODBANK

GILLINGHAM FOODBANK

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	1		988		762
Current assets					
Cash at bank and in hand		83,826		32,082	
Current liabilities					
Accruals		<u>315</u>		<u>315</u>	
Net current assets			<u>83,511</u>		<u>31,767</u>
Total assets less current liabilities			<u>84,499</u>		<u>32,529</u>
Unrestricted Reserves					
At 1 April 2020			32,527		26,665
Profit for the year			<u>51,972</u>		<u>5,864</u>
			<u>84,499</u>		<u>32,529</u>

In accordance with the engagement letter dated 29 August 2014, I approve the accounts set out on pages 2 to 4. I acknowledge my responsibility for the accounts, including the appropriateness of the accounting basis as set out in note 1 to the accounts, and for providing Freestone & Co with all information and explanations necessary for their compilation.



Signed for and on behalf of Gillingham Foodbank

Date : 31/1/22

GILLINGHAM FOODBANK
ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

FREESTONE & CO
Chartered Accountants
One The Centre
High St
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Date : 31/1/22