



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1/2/2023** Period start date To **31/01/2024** Period end date

Charity name: **Highbridge Area Foodbank**

Charity registration number: **1147076**

**Objectives and Activities** To relieve persons within the ecclesiastical boundary of the parishes of the Burnham and district churches together who are in conditions of need, hardship or distress in such ways as the trustees from time-to-time think fit.

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To relieve persons within the ecclesiastical boundary of the parishes of the Burnham and district churches together who are in conditions of need, hardship or distress in such ways as the trustees from time-to-time think fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>To collect by way of donation non-perishable food and distribute via various referral agencies to those in need</p> <p>Food, toiletries including nappies &amp; sanitary wear together with household cleaning items &amp; pet food are distributed to those referred to the foodbank via 3 weekly distribution sessions manned by volunteers</p> <p>Financial donations are used to purchase food and other low stock items and to support the running of the foodbank</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Charity Commission guidance on public benefit has been followed by the trustees

### Additional Information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	We do not provide grants

Policy on social investment including program related investment	Para 1.38	<b>We do not make social investments</b>
Contribution made by volunteers	Para 1.38	<b>Our Foodbank charity is run entirely by volunteers both operational, at our distribution points, &amp; our trustee board</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>During the 2023-2024 Charity year our foodbank supported 2,794 local people 827 of which were children.</b></p> <p><b>We provided 1,386 food parcels 70% of these parcels were distributed from our Highbridge distribution point.</b></p> <p><b>In April 2023 we were able, with the support of Trussell Trust grant funding, to fund the cost of a full time Citizens Advice financial inclusion worker. This project allows us to offer one to one advice &amp; support to our foodbank clients around income, outgoings, debt and other matters associated with financial wellbeing to remove or reduce their need for emergency food support. We are delighted to report that we have secured Trussell Trust funding for the second year of the project.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>We do not set performance objectives</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>The foodbank does not actively fund raise. However, we have received support from other organisations and individuals who have raised funds for the foodbank through their own fundraising activities</b>
Investment performance against objectives	Para 1.41	<b>No investments made</b>
Other		



## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p><b>Income</b></p> <ul style="list-style-type: none"> <li>• Unrestricted funds £30,744</li> <li>• Restricted to fund financial inclusion project £44,291</li> </ul> <p><b>Total Income £75,035</b></p> <p><b>Payments</b></p> <ul style="list-style-type: none"> <li>• £29,978 from unrestricted funds which include donations for use of premises at Hope Baptist Church &amp; Methodist Church, purchase of food and other ancillary foodbank related costs</li> <li>• Payments from restricted funds to Citizens Advice reference our financial inclusion project £33,253 (represents 3 out of 4 quarterly payments)</li> </ul> <p><b>Total Payments £63,231</b></p> <p><b>Cash funds at year end</b></p> <ul style="list-style-type: none"> <li>• Unrestricted £45,245</li> <li>• Restricted £11,038</li> <li>• Total funds £56,283</li> </ul> <p><b>All funds held at Lloyds Bank in two accounts</b></p> <ul style="list-style-type: none"> <li>• Treasurers Acct</li> <li>• 30 Day Notice Account</li> </ul>
<p>Statement explaining the policy for holding reserves stating why they are held</p>	<p>Para 1.22</p>	<p><b>The charity's income is for the activities of the alleviation of conditions of need, hardship or distress, primarily through the provision of food, to persons within the ecclesiastical boundary of the parishes of Churches Together in Burnham Highbridge &amp; District. This, together with our Financial Inclusion Project grant funded by Trussell Trust, (represented as Restricted Funds), is currently the Charity's sole charitable activity.</b></p> <p><b>A feature of the finances of the charity is that much of the income of the charity arises from donations in kind and stocks of such donations are maintained but are not recorded in the accounts. For this reason, the trustees exclude such income from its reserves policy.</b></p> <p><b>In addition, the charity requires space for storage of donations</b>  <i>The Trustees</i></p>

		<p>therefore maintain a reserve to ensure that alternative arrangements can be sourced should they be required to vacate their current premises at short notice.</p> <p>It is the policy of the charity that total reserves should be maintained at a level equivalent to at least six months' total expenditure, including premises costs, but excluding the use of donated goods, with the objective that the Charity is able to continue with its activities for the duration of any temporary fall in funding or donations.</p> <p>Restricted funds relate to grant funding received from Trussell Trust specifically to reimburse Citizens Advice Somerset the agreed cost of providing a full-time advisor for the foodbanks Financial Inclusion project. Payments are made quarterly April – March</p>
Amount of reserves held	Para 1.22	<b>£45,245 unrestricted funds</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>No deficits</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The Trustees have no concerns regarding the viability of the Charity as a going concern</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Donations from supporters &amp; grant funding for our financial inclusion project from Trussell Trust</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>None</b>
A description of the principal risks facing the charity	Para 1.46	<p><b>Reducing levels of food donated through supermarket in store donation baskets.</b></p> <p><b>This is reviewed regularly by the trustees. We are financially secure and able to meet the cost of any purchases necessitated by falling stock levels</b></p>
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust deed</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated Association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p><b>Trustee selection is based on those willing to volunteer their time &amp; skills to support the work of the charity and its compliant operation.</b></p> <p><b>Those approached to volunteer by our existing trustees, or those who directly volunteer are asked to address the trustee body to explain what skills they can offer and provide a completed nomination form (signed nomination required by 2 existing trustees)</b></p> <p><b>The trustee body vote on the selection of additional trustees (majority vote secures the appointment)</b></p> <p><b>All trustees serve for 1 year &amp; are required to step down at the end of the foodbank year. They are then able to seek re-nomination for the subsequent year if they so wish.</b></p> <p><b>All trustees confirm annually that they are not disqualified from holding trusteeship by reference to the charity commission list of disqualified persons.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Our foodbank works with The Trussell Trust a charity that supports a network of food banks in the United Kingdom</b>
Relationship with any related parties	Para 1.51	<b>Citizens Advice Somerset – through our Financial Inclusion project</b>
Other		

### Reference and Administrative details

Charity name	<b>Highbridge Area Foodbank</b>
Other name the charity uses	<b>N/A</b>
Registered charity number	<b>1147076</b>
Charity's principal address	<b>The Methodist Church 35A College Street Burnham-on-Sea Somerset TA8 1AS</b>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nicholas Bashford	Chair		
2	Maxine Bashford	Secretary		
3	Guy Peters	Treasurer		
4	Rev Steven Bennett			
5	John Kempton			
6	Rev Jade Zerk			
7	Rev Kathleen Allen			
8	Rev Richard Allen			
9	Bonnie Garland			
10	David Dick			
11	Vivien Evans			

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

### Funds held as custodian trustees on behalf of others

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

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>N T Bashford</i>	
Full name(s)	Nicholas Bashford	Guy Peters
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 30 April 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Highbridge Area Foodbank

1147076

## Receipts and payments accounts

CC16a

For the period  
from

2/1/2023

To

1/31/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations from Individuals	7,400	-	-	7,400	8,048
Donations from Organisations	16,690	-	-	16,690	8,048
Trussell Trust Financial Inclusion Grant	6,641	44,291	-	50,932	-
	-	-	-	-	-
Deposit A/C Interest	13	-	-	13	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	30,744	44,291	-	75,035	16,096
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	Insurance	
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	30,744	44,291	-	75,035	16,096
<b>A3 Payments</b>					
Insurance	1,116	-	-	1,116	1,083
Management	35	-	-	35	258
Equipment/ Mobile	772	-	-	772	605
Food/Bags/Vouchers	11,338	-	-	11,338	5,162
Storage Cupboards @ Hope Church		-	-	-	1,484
Volunteer Expenses	864	-	-	864	1,140
CAB Financial Inclusion		33,217	-	33,217	-
Donation to Churches/ Hub	15,100	-	-	15,100	
Marketing/Printing	753	36	-	789	-
<b>Sub total</b>	29,978	33,253	-	63,231	9,732
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	29,978	33,253	-	63,231	9,732
<b>Net of receipts/(payments)</b>	766	11,038	-	11,804	6,364
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	44,479	-	-	44,479	
<b>Cash funds this year end</b>	45,245	11,038	-	56,283	6,364



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Treasurers Account	25,196	11,072	-
	32 Day Notice Account	20,013	-	-
		-	-	-
	<b>Total cash funds</b>	<b>45,209</b>	<b>11,072</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	N T Bashford	N T Bashford Chair of Trustees	4/30/2024	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

HIGHBRIDGE AREA FOODBANK

On accounts for the year  
ended

31/01/2024

Charity no  
(if any)

114 7076

Set out on pages

1 / 1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/01/2024.

Responsibilities and  
basis of report

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

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

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

09/03/2024

Name:

EMMA SHORE

Relevant professional  
qualification(s) or body  
(if any):

AAT LEVEL 4 DIPLOMA IN PROFESSIONAL ACCOUNTING

Address:

2 POPHAM CLOSE, EAST BRENT, HIGHBRIDGE, SOMERSET,  
TA9 4RY



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.