

Tewkesbury Foodbank
Registered Charity No 1151000
TRUSTEES' ANNUAL REPORT and ACCOUNTS
for the year 1st April 2020 to 31st March 2021

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**Tewkesbury Foodbank
Trustees' Annual Report
Registered Charity No 1151000**

Charity's Principal Address: -

76 Church Street
Tewkesbury
Gloucestershire
GL20 5RX

www.tewkesbury.foodbank.org.uk

Trustee Name

Carolyn Seaton
Wendy Ruffle
Helen Hill
Michael Waldron
Gordon Sandford
Suzanne Grindrod

Office (If any)

Chair
Deputy Chair
Treasurer

Independent Examiner of Accounts: -

Mrs. Melanie Kisby 66 Church Street, Tewkesbury

Bankers: -

Lloyds Bank 19 High Street, Tewkesbury

Structure, Governance and Management

Tewkesbury Foodbank's Trust Deed is dated 23rd January 2013.

The Trust Deed states that there should be a minimum of 5 trustees.

New trustees are appointed by existing trustees.

The charity also has a Steering Group consisting of Team Leaders, Project Manager, Chair of Trustees and Treasurer. The Trustees meet following a Steering Group meeting (currently remotely) as well as ad hoc meetings to react to any issues raised outside of these set meetings.

Tewkesbury Foodbank is affiliated to the Trussell Trust Registered Charity which itself helps administer over 420 Foodbanks and over 1200 centres through its network in the UK

We have the following policies/training in place: -

Safeguarding Vulnerable Beneficiaries

Volunteer Management

Health & Safety

First Aid

Manual Handling

Data Handling

Trustee Recruitment

We also fully adhere to the Government guidelines regarding Covid -19 and adjust our policies and procedures so that we remain in line with these guidelines as they change.

The Trustees regularly review the major risks to which the Charity is exposed and has systems established to mitigate those risks. All procedures are reviewed periodically to ensure that they still meet the needs of the organisation.

The trustees give their time voluntarily and receive no remuneration.

Objectives and Activities

Our governing document states *"To provide emergency food aid to people in Tewkesbury and surrounding areas in need, hardship or distress. (Beneficiaries) are referred to us by authorised partner agencies.*

To supply goods to beneficiaries either directly or through agency partners approved by the Trustees. Goods to include (but not limited to) food, including tinned and dried food to ensure a healthy balanced and nutritious diet sufficient for three days at a time. Also, clothes, furniture and toys.

To do anything consistent with the primary purpose of the charity, namely in the last 12 months, including (but not limited to) the provision of signposting and other advisory services. "

All our activities are funded by goodwill donations of food, money and fundraising and we operate entirely on a volunteer basis. We are committed to practices that protect from harm regardless of a person's age, gender, disability, racial heritage, religious belief, sexual orientation or any other characteristic as covered by the Equality Act 2010. This is reflected in the make-up of our Trustee and Volunteer teams.

The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The focus of our activities remains on providing three days' worth of food for those in food crisis for whatever reason. Our clients are assessed through one of over eighty independent partner bodies and then referred to us via a voucher system.

During this assessment either at the time or through a subsequent "drop-in" visit, clients will be signposted to relevant agencies. This together with our supplementary offer of also providing fresh food and/or Gas & Electricity top ups which we have now provided over the last two years now form a very important part of our "More Than Food" ethos and benefits all clients irrespective of their circumstances.

We are grateful to all of our volunteers, past and present, new and established for their ongoing commitment to the Foodbank and the compassion that is shown to our clients. The mixture of time, energy and expertise has enabled us to expand the ways in which we can support our clients.

Achievements and Performance

We are now in our sixth year at our current premises and this has been made possible by the continuing significant ongoing financial support of a local company who continue to support us. During this financial year we have provided emergency food aid through our voucher system to 2400 clients (1420 adults and 920 children) which is a 43% increase from last year. These figures would have been much higher had it not been for the pop-up Food Hubs which appeared around the area.

We now partner with 97 referral agencies as at 31st March 2021. We saw a significant decrease in the number of partners who have been active over the last twelve months as Drop in Centres and Churches were closed and many Agencies were (and still are) "Working from Home". On an extremely positive note we have switched to an electronic referral system (E-vouchers) which is working really well and has reduced the need to handle as many paper vouchers. The electronic system also gives us a real time overview of the number of vouchers that have been issued which has helped us to react to the expected footfall.

COVID IMPACT

As we went into lockdown, we quickly realised that we had to adapt our operating model. We decided to continue to operate on a "Collection Only" rather than a "Delivery Only" model as our catchment area is quite local and many clients are within walking distance. Many local partners collected on their client's behalf. We have delivered parcels to those who have no transport or have been self-isolating.

In the first lockdown Tewkesbury Community Response was formed and they set up local "hubs". They were able to distribute the surplus fresh food donated by local supermarkets and complemented what we are able to offer.

Most of our volunteers are aged over 70 and were ordered to "shield" in 2020, including our Project Manager, Trustees and key Admin volunteers.

We kept our remaining volunteers in set teams and started prepacking parcels to minimise the times our clients had to wait. We have also been able to purchase toiletries from a charity at a significant discounted price and have issued packs of toiletries to include soap/handwash, shampoo, conditioner, shower gel, deodorant, hand sanitizer, washing up liquid and soap powder. This has been a very successful change and we continue to operate in this way.

As a result of our new way of operating and following a Covid risk assessment we have divided the centre into zones with sneeze screens and room dividers to achieve this.

We are confident that we now have a layout that is Covid safe for our volunteers and clients when we are able to reopen our premises and welcome our clients back into the Centre. Our layout is now fully adaptable to make other changes as required.

Thanks to the generosity of two of the bigger supermarket chains in our local area, we received a weekly pallet of food donated by Tesco and delivered to us by furloughed British Gas staff. Morrisons also donated food in a similar way and we were to collect any stock we were short of, so that Tewkesbury Community Response were able to receive this stock as well. We also received large donations of food from Co-op, Warner's Budgens and the Salvation Army along with stock from the many businesses that were forced to close during the lockdowns.

We now have healthy stock levels for most items but still continue to purchase certain food items. We would like to thank the Baptist Church in Tewkesbury who allowed us to use their Church Hall as an overflow storage area. We now rent a shipping container to accommodate this extra stock. We are also able to use a parking space in the Baptist Church car park.

We continued with our Christmas blessings initiative which is now embedded as part of our annual plan. This year we had to rethink how we did this so as to maintain social distancing and minimise the handling of Christmas related donations. This year we again provided vouchers for a local butcher and a farm shop. Every household received Tesco "Spend" gift cards (we were able to restrict how these could be spent as we can specify no age restricted items (i.e. no. alcohol or tobacco) on these cards). We chose these cards because of the variety of items that could be bought and we know that they enabled many families to buy Christmas presents. In January we offered these households a Fuel Voucher towards their utility bills (a fuller explanation of this scheme appears later in this report). Our thanks go to the residents and businesses in the Tewkesbury area whose generosity enabled us to fund this initiative.

In total 82 families (144 adults and 161 children) were recipients of this initiative.

Our School Holiday Meals Scheme continues to offer support to those in need, identified through our local schools. Many families struggled as they were not eligible for the Government meal voucher scheme. A total of 86 children in 33 families were supported over six weeks. The children's food scheme provided items suitable for lunchtime meals, fresh bread and vegetable and meat vouchers. Our thanks go to Holy Trinity who allowed us to use their large Church Hall for the school holiday period, enabling us to operate from the back doors, without the need for clients to come into the building and giving the volunteers plenty of space.

At the beginning of our Financial Year we made the difficult decision to suspend the offer of gas & electricity top ups to our clients. This was due to the lack of volunteers and the added risk of having to make multiple trips to the local Paypoint store.

Once restrictions eased we restarted this offering to our clients, but looked for alternative solutions. We have now partnered with the Fuelbank Foundation who issue vouchers on our behalf, redeemable at a Paypoint outlet or Post Office.

Our clients can now receive vouchers for £49 from November to March and £30 during the rest of the year (subject to certain criteria). This scheme only applies to pre-payment meters so we have mirrored the criteria and amounts and now credit the accounts of those with monthly/quarterly bills. We have received positive feedback from our clients as a result of this scheme, with many saying that they were able to afford to put their heating on for the first time during the winter months.

We were approached by Tewkesbury Borough Council at the beginning of 2021 as they wanted our support to help them distribute the Government Covid 19 Winter Grant funding they had received. On their behalf we issued Tesco vouchers, fuel top ups, butcher's and farm shop vouchers, toiletries packs and baby packs to clients who were referred to us.

We also issued fuel top ups following referrals from CCP (Caring for Communities and People), who also issued supermarket vouchers but did not have access to a fuel top up scheme.

FINANCIAL REVIEW

We currently hold funds of £151587 and a Food stock Valued at £17071 and Fixed Assets valued at £11263 after depreciation.

Our funds include grants received when funds are designated. £25855 Premises, £19461 Including funds held with Fuelbank, £7280 Mace (butchers), £6922 Woody's (Fruit and Veg), £637 Lloyds, £2007 Food Essentials, £4387 Covid (as listed on page 10).

A detailed explanation of these funds is on page 11.

The Foodbank is grateful for the overwhelming financial support we receive and especially over this last financial year. This significant increase means that we can look for new ways to support our clients in the future.

We depend on regular personal and business donations to sustain our activities.

When our major funding contract ends, we will see our income stream reduce by £6000 per year. Our Premises Fund currently stands at £25855 which is included in our Reserves Fund of £51000 as per our Reserves Policy.



This amount represents the funding deficit we expect to see and will replace that income for the next year should there be any changes in the way we operate.
 This will continue to ensure that we will have financial stability and the means for development of our principal activity.
 The level of reserves will be reviewed by the Trustees to reflect the true cost to ensure that the funds are adequate to fulfil our continuing financial obligation.

FUTURE PLANS

Many of our existing activities had to be put on hold due Covid restrictions and as these lift we can slowly attempt to re-form these partnerships where appropriate when they reopen.
 In the past these have included hot meals for homeless clients, fundraising at Touching Souls tea rooms at Tewkesbury Abbey, hot meals at Priors Park Neighbourhood Project and hot shower facilities at our local Leisure Centre.

We have missed the opportunities to talk to our clients on a one to one basis and offer further signposting and support. We are hoping to create a link through Citizens Advice Bureau and are confident that the new Centre layout will allow us to accommodate this.

The Trustees declare that they have approved the trustee's report above.
 Signed on behalf of the charity's trustees.

Signature		
Full name	Carolyn Seaton	Helen Hill
Position	Chair	Treasurer
Date	16.06.21	16 June 2021

Receipts and Payments Account

FUND TOTALS	Unrestricted	Restricted	This year	Prior year
Receipts				
Donations and legacies	131,365	61,469	192,834	72,668
Income from charitable activities	728	—	728	2,654
Total receipts	132,093	61,469	193,562	75,323
Payments				
Raising funds	180	—	180	251
Expenditure on charitable activities	48,124	58,371	106,495	63,685
Total payments	48,304	58,371	106,675	63,936
Excess of receipts over payments before transfer	83,788	3,098	86,887	11,386
Transfers				
Gross transfers between funds – in	15,227	16,848	32,075	10,000
Gross transfers between funds – out	(32,075)	—	(32,075)	(10,000)
Excess of receipts over payments before other gains / losses	66,940	19,946	86,887	11,386
Net movement in funds	66,940	19,946	86,887	11,386
Excess of receipts over payments at beginning of year	68,955	23,715	92,671	81,284
Excess of receipts over payments for the year	135,895	43,662	179,558	92,671
Represented by				
Unrestricted				
General fund	88,822	—	88,822	30,177
Designated				
Fresh Meat Vouchers for Kevin Mace	7,280	—	7,280	4,600
LLOYDS GRANT	637	—	637	637
PREMISES	25,855	—	25,855	25,735
TESCO FOOD FUND	2,007	—	2,007	1,307
TEWKES B C WINTER COVID	—	—	—	—
WOODYS	6,922	—	6,922	4,033
Coronavirus	4,371	—	4,371	2,464
Restricted				
Asda grant for purchase of MC17EPO	—	7,129	7,129	7,129
ENERGY VOUCHERS	—	19,461	19,461	4,835
Food stock	—	17,071	17,071	11,750

Analysis of receipts and payments

TOTAL FUNDS	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>This year</u>	<u>Last year</u>
INCOME AND ENDOWMENTS					
Donations and legacies					
FI1 - FOOD VALUATION	—	—	54,879	54,879	38,527
I01 - REGULAR BUSINESS DONATIONS	420	6,000	—	6,420	6,420
I02 - REGULAR PERSONAL DONATIONS	7,910	120	120	8,150	4,233
I03 - AD HOC BUSINESS DONATIONS	27,701	6,720	4,970	39,391	4,804
I04 - AD HOC PERSONAL DONATIONS	51,166	100	—	51,266	11,726
I05 - DONATIONS FROM CHARITIES & ORGANISATIONS	3,146	19,628	1,500	24,275	2,886
I06 - MONEY COLLECTION BOXES	25	—	—	25	10
I07 - DONATION FROM CHURCHES	2,523	—	—	2,523	2,037
I08 - GIFT AID	5,177	—	—	5,177	1,632
I10 - ENERGY VOUCHER DONATIONS	—	—	—	—	—
I11 - TESCO FOOD TOP	—	700	—	700	361
I14 - INTEREST	25	—	—	25	27
I15 - WOODY'S & MACE	—	—	—	—	—
Total	98,096	33,268	61,469	192,834	72,668
Income from charitable activities					
I09 - FUNDRAISING	728	—	—	728	2,654
I13 - MISCELLANEOUS	—	—	—	—	—
Total	728	—	—	728	2,654
INCOME TOTAL	98,824	33,268	61,469	193,562	75,323

EXPENDITURE

Raising funds

E13 - FUNDRAISING	180	—	—	180	251
Total	180	—	—	180	251

Expenditure on charitable activities

E01 - IT EQUIPMENT	418	115	—	534	525
E02 - UTILITIES	1,530	74	—	1,605	1,380
E03 - PREMISES, FIXTURES & FITTINGS	2,565	6,000	—	8,565	8,050
E04 - VEHICLE COSTS	3,628	—	—	3,628	4,259
E06 - PUBLICITY & ADVERTISING	156	—	—	156	208
E07 - CENTRE SUNDRIES	2,309	949	—	3,259	1,822
E08 - STAFF COSTS	123	134	—	257	413
E09 - INSURANCE	466	—	—	466	345
E10 - HOLIDAY CLUBS	—	—	—	—	439
E11 - ENERGY VOUCHERS	—	—	8,811	8,811	2,155
E12 - TRAINING	—	—	—	—	—
E14 - FRANCHISE FEE	—	—	—	—	360
E15 - FOOD & HYGEINE EXTRAS	2,951	13,460	—	16,412	1,401
E16 - MISCELLANEOUS	—	—	—	—	30
E17 - FOOD EXTRAS (W & M VOUCHERS	—	12,496	—	12,496	5,453
E18 - PRINTING (in house)	322	—	—	322	282
E19 - CLIENT HOME ESSENTIALS	57	364	—	421	177
EF1 - FOOD VALUATION	—	—	49,559	49,559	36,382
Total	14,529	33,594	58,371	106,495	63,685
EXPENDITURE TOTAL	14,709	33,594	58,371	106,675	63,936
GRAND TOTAL	84,114	(326)	3,098	86,887	11,386

Fund totals

01 April 2020 to 31 March 2021

Fund	Opening balance	Closing balance
VIRUS - coronavirus		
Designated	2,464	4,371
	2,464	4,371
General - General fund		
Unrestricted	30,177	88,822
	30,177	88,822
PREM - PREMISES		
Designated	25,735	25,855
	25,735	25,855
FUEL - ENERGY VOUCHERS		
Restricted	4,835	19,461
	4,835	19,461
MACE - Fresh Meat Vouchers for Kevin Mace		
Designated	4,600	7,280
	4,600	7,280
WOODYS - WOODYS		
Designated	4,033	6,922
	4,033	6,922
ASDA - Asda grant for purchase of MC17EPO		
Restricted	7,129	7,129
	7,129	7,129
lyd - LLOYDS GRANT		
Designated	637	637
	637	637
TESCO - TESCO FOOD FUND		
Designated	1,307	2,007
	1,307	2,007
FOOD - Food stock		
Restricted	11,750	17,071
	11,750	17,071
Overall totals	92,671	179,558

NOTES TO THE FINANCIAL STATEMENTS 2021

YEAR ENDED 31ST MARCH

The accounts (financial statements) have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in line with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1st January 2015.

Tewkesbury Foodbank holds the following funds for specific purposes.

ENERGY (designated)

This fund is specifically for topping up clients' Gas/Electricity key. Initially this was with cash at the local Paypoint outlet. This was actioned by our volunteers and a receipt obtained by them. Cash was never given to the client so we ensured that the money was used solely for this purpose. Because of the pandemic the Trustees were not comfortable with this added risk to our volunteers. An initial sum of £12000 is held by the Fuelbank who issue vouchers to our clients on our behalf. A total of £8777 was distributed in this Financial Year to our clients in need. Grants and business donations through the year means that we hold £19461 in this fund for the next financial year (£6950 held by Fuelbank Foundation and £12511 held in our funds ready to top up the Fuelbank fund).

LLOYDS BANK Community Fund (designated)

This grant was awarded in November 2014 and we continue to use this fund to support School holiday initiatives in all areas of the town. The current balance of this fund remains at £637

FOOD STOCK (restricted)

This is a restricted fund as it represents our food stock movement with a monetary value of £1.75 per KG. This fund shows a significant increase to reflect the amount of food distributed. The year-end value of our food stock is £17071 (9754.86 kg)

FOOD ESSENTIALS, WOODY'S (designated) and **MACE** (designated)

The food essentials are funded from top up monies received from Trussell Trust following our Tesco supermarket collections. We use this fund to purchase food for those with special dietary needs and also to purchase toothpaste, shampoo, washing powder etc. to supplement the food we give our clients.

We continue to offer vouchers for fruit & vegetables from Woody's, the local greengrocer, and with our local butcher, Kevin Mace. Last year's costs were Woody's £5971, Mace £6525 and Tesco vouchers £9320.

Any large personal or business donations are normally split between our specific funds to ensure that we can continue to offer this to our clients.

The balances of these funds are £2007, £6922 and £7280 respectively.

PREMISES (designated)

We have a designated fund for the rental of our current premises. Thanks to the continued extended generous support of a local business, Freedom Technology, we have an assured income of £6000 per year until March 2022 to cover the majority of our rental commitment.

We also benefit from the use of a warehouse which is rent free thanks to Cotteswold Dairy, another local company who offer continuing support.

Our Premises reserve currently stands at £51000 which is set aside as per our Reserves Policy. This amount represents the funding deficit we expect to see and will replace that income for the

next year. This will continue to ensure that we will have financial stability to expand and continue our operations and the means to develop our principal activity. The level of reserves is reviewed at the Steering Group /Trustee meetings to ensure that the funds are adequate to fulfil our continuing financial obligation.

ASDA VEHICLE GRANT (restricted)

We were successful in our application via Trussell Trust and were able to purchase a newer van in January 2019. The grant also covered the first years running costs. The remaining amount in this fund which was awarded for vehicle driver training which has been postponed due the Covid-19 crisis. There is £250 in this fund.

TESCO SPEND CARDS

These gift cards are purchased in minimum total value amounts of £1000 and in amounts of £10 and £20 for distribution to clients. Until they are activated they have no cash value which we felt provided better security than other supermarket gift cards. We currently hold £1600 of non-activated cards.

TEWKESBURY BOROUGH COUNCIL COVID WINTER GRANT

We distributed a total of £13369 through this grant. The accounts include £3369 accounts receivable (balance due form Tewkesbury Borough Council) and £364 accounts receivable (funds due in respect of the purchase and installation of a cooker for a client).The balance of the fund is now nil.



Section A

Independent Examiner's Report

Report to the trustees of

Charity Name

TEWKESBURY FOODBANK

On accounts for the year
ended

31st March 2021

Charity no 1151000

Set out on pages

7-10

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and basis
of report

As the charity's trustees, 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

M. Elsbey

Date:

15/06/21

Name:

MELANIE KISBY

Relevant professional
qualification(s) or body :

CM11A (retired)

Address:

66, CHURCH ST, TEWKESBURY
GL20 5RZ