



Trustees' Annual Report for the period

		Period start date			Period end date		
From					To		
	01	04	2024		31	03	2025

Section A Reference and administration details

Charity name

Chepstow Foodbank

Other names charity is known by

Registered charity number (if any)

1151076

Charity's principal address

The Bridge Church

Unit 1a Critchcraft Buildings, Bulwark Industrial Estate

Chepstow

Postcode

NP16 5QZ

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	Paul Doyle	Chair		
2	Hilary Collins			
3	Keith Jones	Treasurer		
4	Sarah Coleman			

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Chepstow Foodbank is constituted as a charitable trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Board of Trustees, where possible drawn from our existing pool of volunteers, who in turn are drawn from a cross section of our local community.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Chepstow Foodbank is part of the national Trussell network of foodbanks.

Section C Objectives and activities

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

1. To relieve persons in the town of Chepstow and surrounding areas who are in conditions of need, hardship or distress (Beneficiaries) in such ways as the trustees consider appropriate and are consistent with showing humanitarian compassion.
2. To provide free of charge, directly or indirectly, emergency food parcels to beneficiaries referred by partner charities or health or social services or similar public bodies
3. To provide such other support to beneficiaries, including but not limited to advice and guidance, as the trustees consider appropriate and consistent with showing humanitarian compassion.
4. To promote the needs of beneficiaries and to solicit funds and donations or supplies of appropriate items for food parcels.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To achieve its objectives Chepstow Foodbank undertakes the following main activities each week:

- Collects donations of food and other essentials which have been left by members of the public at donation points in local Tesco, Lidl and Marks & Spencer supermarkets
- Receives referrals from agency partners who request food parcels for individuals and families in need
- Prepares a food parcel for each referred individual and family member. Each food parcel consists of at least 3 days-worth of nutritionally balanced non-perishable food plus essentials such as toiletries
- Purchases additional stock to cover the shortfall between the amounts of food and essentials donated directly and the amounts required to cover actual demand. These purchases are covered from monetary donations
- Operates twice weekly foodbank sessions, on Wednesday and Friday, to supply food parcels to the referred individuals and families (via their referral agents if necessary).

At each foodbank session:

- every client is given a warm welcome, offered a drink, and an opportunity to chat
- every client is given the opportunity to tailor their food parcel to their own personal requirements
- every client is offered signposting advice to link them with other services appropriate to their specific circumstances.

In completing their duties, all Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Chepstow Foodbank is run entirely by volunteers.

Chepstow Foodbank could not exist without our dedicated, hard-working and talented team of volunteers, who freely give their time and energy every week to support their local community.

Summary of the main achievements of the charity during the year

From 1st April 2024 to 31st March 2025 Chepstow Foodbank

- received 920 referrals from 52 different referral agencies, covering 443 separate households.
- supplied food parcels to a total of 1796 people, made up of 1303 adults and 493 children aged under 16.

Throughout the year we continued to provide signposting advice to all referred clients visiting the foodbank, linking them with other services relevant to their specific circumstances.

Our signposting service has included offering onsite Financial Inclusion Advice, wherein a dedicated Citizens Advice representative has attended the foodbank every week to give advice to our clients to help them with any financial issues they may be struggling with. This service has been invaluable to our clients, realising significant tangible benefits in terms of income gains, and debts written off or managed, plus other intangible benefits from the advice and help given.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Board of Trustees agreed to maintain reserves at a level which ensures that the charity's core activity could continue during a period of unforeseen difficulty for a minimum of 6 months.

The reserves policy is reviewed by the Trustees annually.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Chepstow Foodbank relies entirely on donations, without which we could not operate.

We have been well supported by donors from local and surrounding communities, including individuals and families, churches, schools, community groups and businesses. We are very grateful for all donations - both direct donations of food, and monetary donations.

Regular purchases have been needed to cover shortfalls between the amount of food and essentials donated directly and the amounts required to cover demand. These purchases have been covered from monetary donations.

We received a startup grant from Trussell to fully fund our Financial Inclusion Advice service in 2024-25.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

P. Doyle

Full name(s)

Paul Doyle

Position (eg Secretary, Chair, etc)

Chair

Date

10/12/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Chenstow Foodbank

1151076

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2024

To

Period end date
31/03/2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	40,131	-	-	40,131	16,966
HMRC Gift Aid	3,370	-	-	3,370	
Trussell Trust	2,713	-	-	2,713	4,197
Interest	436	-	-	436	364
		-	-	-	
		-	-	-	
		-	-	-	
		-	-	-	
Sub total (Gross income for AR)	46,651	-	-	46,651	21,528
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	46,651	-	-	46,651	21,528
A3 Payments					
Food purchases	21,245	-	-	21,245	16,420
Non-food expenditure	4,323	-	-	4,323	3,464
Trussell membership	360	-	-	360	360
Subscription - Just Giving	216	-	-	216	216
Phone	126	-	-	126	117
Public liability insurance	207	-	-	207	205
Data protection	35	-	-	35	35
		-	-	-	
		-	-	-	
Sub total	26,513	-	-	26,513	20,818
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	26,513	-	-	26,513	20,818
Net of receipts/(payments)	20,138	-	-	20,138	710
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	37,189	-	-	37,189	36,479
Cash funds this year end	57,327	-	-	57,327	37,189

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	Community account	27,476	-	-
	Business account	29,851	-	-
		-	-	-
	Total cash funds	57,327	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

CHEPSTOW FOODBANK

On accounts for the year
ended

2025

Charity no
(if any)

1151076

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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:

S Ellard

Date:

28/11/25

Name:

STEPHEN ELLARD

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

Address:

SAMMELSURIUM

MATHERN

CHEPSTOW NP16 6TH

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.