



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 July 2020	To	30 June 2021

Section A Reference and administration details

Charity name	Mid Norfolk Foodbank		
Other names charity is known by			
Registered charity number (if any)	1151547		
Charity's principal address	Wellspring Family Centre		
	35 Neatherd Road		
	Dereham		
	Postcode	NR19 2AE	

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	David Pearson	Chairman		
2	Andrew Frere Smith		Resigned February 2021	
3	Candida Jill Rogers		Appointed February 2021	
4	Trevor Charles Theobald			
5	Clare Barker			
6				
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17				
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Mr Toby Rouse	3 Stigands Gate, Dereham, NR19 2HF

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution adopted 01 March 2019
How the charity is constituted (eg. trust, association, company)	CIO Foundation approved by the Charity Commission on 22 March 2019
Trustee selection methods (eg. appointed by, elected by)	In accordance with Constitution Section 10. By recommendation from the existing trustees.

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.

Mid Norfolk Foodbank is constituted as a stand-alone Charitable Incorporated Organisation and operates as a member of the Trussell Trust Network of foodbanks. Our policies and procedures are guided by the Operating Manual of the Trussell Trust and statutory legislation.

The Foodbank is registered with the Information Commissioner and Food Standards Agency.

The Trustees meet quarterly and are responsible for the strategic direction and policies of the CIO. The Trustees are also responsible for the financial and legal administration of the CIO. The Trustees are supported by a small management team of volunteers led by David Pearson. Michael Jones is retained on a self-employed basis as Operation Manager

The Foodbank is deemed to be a low risk project which can be terminated at short notice with no detriment to the charity or trustees. The accounts show that the annual operating costs of the Foodbank have been distorted by the Covid crisis but there are sufficient funds to sustain the project for at least 3 years for the benefit of local people in need.

Section C Objectives and activities

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

The object of the CIO is:

(1) To relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress (beneficiaries) in such ways as the trustees shall from time to time think fit.

(2) Nothing in the Articles shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008

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)

The principal purpose of Mid Norfolk Foodbank is to provide emergency food boxes to local people who have found themselves in financial crisis and unable to afford to buy food for themselves and their family.

This year has been a particularly challenging one with the continuing crisis over the Covid 19 pandemic. With the support of our amazing group of volunteers we were able to maintain our service to many more people in need. Although we were able to keep our 3 centres open during the lockdown we also made many home deliveries to people needing to self-isolate.

During this period we were supported by several supermarkets and were blessed with many donations of money, much of it from individuals who were unable to donate food.

Over the year we have given out food to around 3300 people, a decrease on the previous year. During the year we received 50 tons of food and gave out 48 tons in food parcels equivalent to 114000 meals.

We have been supported throughout the year by a steady inflow of food donated by individuals, schools, churches and other organisations. We have also been supported by Tesco, Morrisons and Waitrose and the East of England Cooperative Society supermarkets, who have allowed us to collect food at the stores on occasions during the year. We particularly mention Tesco and Morrisons who have made bulk deliveries during the pandemic.

Due to restrictions on social contact imposed by the pandemic we had to suspend our engagement with Independence Matters although we are grateful for the continued availability of storage space at the centre. As a result we were able to secure a small industrial unit in Dereham as a warehouse, funded in part by Dereham Town Council and Breckland Council.

We are grateful to the Wellspring Family Centre in Dereham, the Baptist Church in Swaffham and the Salvation Army in Fakenham who continue to provide room for the Distribution Centres operated during the week, free of charge.

The Foodbank operates on a voucher scheme and the number of local care agencies issuing vouchers, such as the CAB, has steadily increased as we have become better known. We now have over 40 agencies, who deal with those in crisis in the local community, who can now issue a voucher that will feed those in

need. During the pandemic many of our agencies closed and we have instigated an electronic system for issuing vouchers.

The Trustees believe that Foodbank continues to be a real success, not only in serving local people, but also in bringing local churches together to serve their community in a simple and practical way.

The charity continues to raise the funds it needs to carry out its objects from a variety of sources including grants and donations. We are grateful for the support given in grants from Dereham In Need charity (food and fuel vouchers) and One Stop Shops (van hire).

The financial results for the year are set out in the accounts that accompany this report.

The Trustees have had due regard to the Charity Commission guidance on public benefit. They recognise that it is their responsibility to ensure that the benefits are offered in Dereham, Fakenham and Swaffham and the surrounding areas.

Additional details of objectives and activities (Optional information)

The Foodbank would not have been successful if it weren't for the continued support we have had from many of the local churches (but not exclusively) in providing volunteers who man the distribution centres and come to help in the warehouse. The Trustees express their sincere appreciation to everyone.

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

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

Summary of the main achievements of the charity during the year

- 1 Although extra pressure has been placed on the running of the Foodbank, the financial security of the project has been maintained through careful management of funds.
 - Warehouse facilities have been provided with support from Dereham Town Council and Breckland Council
 - Distribution Centres in Dereham, Swaffham and Fakenham have been provided rent free by Wellspring Family Church, Swaffham Baptist Church and Fakenham Salvation Army.
2. Mid Norfolk Foodbank's sole purpose is to collect food from local people and distribute it to other local people in need through emergency food boxes. Over the accounting period we have collected 50249 kg of non-perishable food and given out 47871 kg equivalent to 114000 meals given out.
3. Over the year we have had a volunteer base of approximately 70 and a management team of 6. All volunteers and management give their time free of charge. There are no paid employees attached to the Foodbank although one volunteer is paid on a self-employed basis to carry out administrative duties and manage the warehouse on a part time basis.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold cash at bank of £53477, all of which is unrestricted funds. These funds are held in order to meet any change in circumstances, for example the need to employ staff. We currently pay one volunteer on a self-employed basis to carry out administrative duties and this will have an impact on our reserves. However we intend to keep at least 2 years of funding in reserve.

Details of any funds materially in deficit

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.

Section F

Other optional information

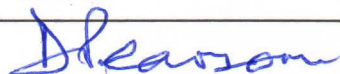
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

David Pearson

Position (eg Secretary, Chair, etc)

Chairman

Date

07 August 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

MID NORFOLK FOODBANK

1151547

Receipts and payments accounts

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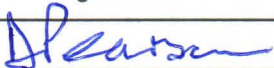
For the period from	Period start date 01-Jul-20	To	Period end date 30-Jun-21
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Section A Receipts and payments

	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					
Donation & Legacies	33,173	-	-	33,173	24,995
Gift Aid	2,043	-	-	2,043	-
Investment Income	36	-	-	36	21
Grants	2,000	7,000	-	9,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	37,252	7,000	-	44,252	25,016
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,252	7,000	-	44,252	25,016
A3 Payments					
Operating Fees		-	-	-	40
Professional Services	11,068	-	-	11,068	6,830
Packaging	926	-	-	926	1,132
Travelling expenses	-	-	-	-	-
Storage	2,009	-	-	2,009	852
Insurance	197	-	-	197	197
Printing/Postage/Stationery	201	-	-	201	55
Food Purchase		-	-	-	510
Van Hire	1,113	1,000		2,113	
Premises	2,243	5,000		7,243	
Fuel Vouchers		1,000		1,000	
Sundries	449	-	-	449	50
Sub total	18,206	7,000	-	25,206	9,666
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,206	7,000	-	25,206	9,666
Net of receipts/(payments)	19,046	-	-	19,046	15,350
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,431	-	-	34,431	19,135
Cash funds this year end	53,477	-	-	53,477	34,485

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	Cash at Bank	53,477	-	-
		-	-	-
		-	-	-
	Total cash funds	53,477	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Petty Cash	144	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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
		David Pearson	04-Aug-21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Mid Norfolk Foodbank

**On accounts for the year
ended**

30 June 2020

**Charity no
(if any)**

1151547

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2020

**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:

20/08/2021

Name:

Mr Toby Rouse

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

Association of Accounting Technicians (retired)

Address:

3 Stigards Gate

Dereham

Norfolk NR19 2HF