



# Trustees' Annual Report for the period

	Period start date				Period end date		
	01	July	2021		30	June	2022
From				To			

## 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		Appointed January 2020	
5	Clare Barker		Resigned April 2022	
6				
7				
8				
9				
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11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name

Dates acted if not for whole year


#### 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. Suzanne Bushby 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 are covered by reserves 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 there has been a steady increase in numbers helped. With the support of our amazing group of volunteers we were able to maintain our service to many more people in need through our 3 centres in Dereham, Fakenham and Swaffham. During the year 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 3500 people, a slight increase on the previous year. During the year we received 47 tons of food and gave out 54 tons in food parcels equivalent to 128000 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.

Due to restrictions on social contact and changes to their operations and use of space we had to suspend our engagement with Independence Matters although we are grateful for the continued availability of storage space at the centre. We continue to operate our warehouse on Rashes Green in Dereham.

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 90 agencies, who deal with those in crisis in the local community, who can now issue a voucher that will feed those in need. Most agencies now use electronic vouchers when referring clients to us.

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 support to the community has been recognised by the presentation of a blue Plaque by the Lady Lieutenant of Norfolk.

The charity continues to raise the funds it needs to carry out its objects from a variety of sources including grants and donations.

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.
  - 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 53928 kg of non-perishable food and given out 46905 kg equivalent to 128000 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 £59154, 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)

*Deaton*

Full name(s)

David Pearson

Position (eg Secretary, Chair, etc)

Chairman

Date

07 August 2022





CHARITY COMMISSION  
FOR ENGLAND AND WALES

MID NORFOLK FOODBANK

1151547

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Jul-21

To

Period end date  
30-Jun-22

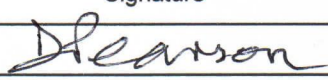
### Section A Receipts and payments

	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>					
Donation & Legacies	26,293	-	-	26,293	33,173
Gift Aid	2,143	-	-	2,143	2,043
Investment Income	-	-	-	-	36
Grants	3,500	-	-	3,500	9,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>31,936</b>	<b>-</b>	<b>-</b>	<b>31,936</b>	<b>44,252</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>31,936</b>	<b>-</b>	<b>-</b>	<b>31,936</b>	<b>44,252</b>
<b>A3 Payments</b>					
Operating Fees	40	-	-	40	-
Professional Services	10,293	-	-	10,293	11,068
Packaging	1,308	-	-	1,308	926
Travelling expenses	450	-	-	450	-
Storage	1,507	-	-	1,507	2,009
Insurance	337	-	-	337	197
Printing/Postage/Stationery	422	-	-	422	201
Food Purchase	-	-	-	-	-
Van Hire	472	-	-	472	2,113
Premises	9,109	-	-	9,109	7,243
Fuel Vouchers	1,635	-	-	1,635	1,000
Sundries	686	-	-	686	449
<b>Sub total</b>	<b>26,259</b>	<b>-</b>	<b>-</b>	<b>26,259</b>	<b>25,206</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,259</b>	<b>-</b>	<b>-</b>	<b>26,259</b>	<b>25,206</b>
<b>Net of receipts/(payments)</b>	<b>5,677</b>	<b>-</b>	<b>-</b>	<b>5,677</b>	<b>19,046</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>53,477</b>	<b>-</b>	<b>-</b>	<b>53,477</b>	<b>34,431</b>
<b>Cash funds this year end</b>	<b>59,154</b>	<b>-</b>	<b>-</b>	<b>59,154</b>	<b>53,477</b>

## 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 £
<b>B1 Cash funds</b>	Cash at Bank	59,154	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	59,154	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>		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-22





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Mid Norfolk Foodbank

**On accounts for the year  
ended**

30 June 2022

**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 30/06/2022

**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:**

17/08/2022

**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

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.**