



Trustees' Annual Report for the period

Period start date				Period end date			
From	1	April	2022	To	31	March	2023

Section A Reference and administration details

Charity name

The Bay Foodbank

Other names charity is known by

Registered charity number (if any) 1151746

Charity's principal address

The Barn, Meadow Well Way

Waterville Rd

North Shields

Postcode

NE29 6BA

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	The Rev'd Alan Dickinson	Chair		
2	Lady Christine Ennals			
3	Mrs Maggie Walker	Secretary		
4	Mr Andy Sherwood	Treasurer		
5	Mr Joe Scrase		Up to 14 th March 2023	
6	Ms Sharon Williams-Moffat			
8	My Tony Donaldson		From 24 th October 2023	(Voted unanimously by all Trustees during AGM on 24 th October 2023)
9				
10				

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

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected at AGM

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.

Policies and Procedures are in place for the following areas:

- Safeguarding
- Finance
- Health & Safety
- IT Fair Usage
- HR (Complaints & Paying Staff)
- Volunteers

Section C Objectives and activities

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

To relieve persons in Northumberland, North Tyneside and Newcastle upon Tyne who are in conditions of need, hardship or distress in such ways as the Trustees see fit. Namely with the provision of food stuffs and household items as available/appropriate.

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 Bay Foodbank is one of the largest independent foodbanks in the UK; the only Foodbank in North Tyneside. We currently support 150-200 people per day through our provision of emergency food parcels, support of school breakfast clubs and our food waste reduction programme.

Originally established in 2012 to support two local families it has grown into a sizable operation serving a diverse range of individuals across North Tyneside.

Across all areas of work we have witnessed a continual increase in demand. In response, our spending has risen. The main area of expanded expenditure being the acquisition of stock (food and toiletries).

Whilst financial donations from individuals have increased, income from grants has decreased in part due to the closure of Covid-19 related funds.

In undertaking these activities, the 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.

The Bay Foodbank is extremely grateful for the support provided by a large group of volunteers who provide essential help by collecting and processing donations, as well as packing and delivering emergency parcels.

With growing demand for our service we have been left needing to purchase significant quantities of stock. This comes at significant cost. Only through financial donations from our supporters are we able to help the people that we do. We are grateful to the countless number of individuals and local businesses that support us financially or with donations of stock. Additionally we get invaluable support from our large team of volunteers.

Relationships and partnerships are vital to our work. Our relationship with North Tyneside Council continues to offer significant benefit to all. We continue to hold a service level agreement with them to provide a quota of emergency parcels.

Strengthening of relationships with third sector partners across the previous period has allowed us to support more people than ever by removing duplication of work and ensuring greater communication of service provision to clients.

Finally, during the year, we were able to announce Steph McGovern as our charity Patron.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

We currently support 150-200 people per day through our provision of emergency food parcels, support of school breakfast clubs and our food waste reduction programme.

The majority of our work surrounds the provision of emergency food parcels. Referrals for this support are received from agencies (i.e. Adult Social Care, Citizens Advice, GP, School).

The majority of the parcels we provide (60%) are for individual people. The remainder are for *Couples* (19%) and *Families* (21%).

Section D

Achievements and performance

7,055 parcels (an increase of 780 from 21/22) were provided; these provided food, usually for 4-5 days for 8,307 adults, 3,881 children and a further 182 babies.

Of this total, 1,849 emergency parcels were provided on behalf of Adult Social Care (North Tyneside Council) which was split between 394 eligible parcels, 1,454 non-eligible and 1 voucher only.

This presented a significant decrease in referrals from Adult Social Care. The rise in the total number of emergency parcel referrals was fuelled by other, smaller organisations. In part response to the closure of other providers post Covid.

The items that make up our parcels are donated to us by individuals and organisations or purchased using grants or financial donations. Additionally, a number of organisations allow us to collect directly and thus divert items from conventional waste streams.

Significant levels of support are given to a range of school breakfast clubs. We currently support between 6-8 schools and nurseries in their provision of before or after school food provision.

During the summer of 2022 we worked with several projects providing meals during school holidays to children from disadvantaged backgrounds. We supplied food from our stock and purchased additional supplies for these projects as required.

Our tertiary area of work is that of food waste reduction. By working with a range of wholesalers, retailers and third sector partners we are able to divert significant quantities of food waste away from conventional waste streams.

Amongst dozens of partnerships, we continue to work with a local nutritionist, Lee Harland, supplying foodstuffs to allow Lee to work with local groups running cookery courses.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustee's policy is to hold at least two years' worth of running costs as a reserve fund. At the end of the 2022-23 financial year the reserve funds held just over 3 years-worth of running costs which the Trustees are aligned to.

During the previous 2021-22 financial year we spent £45,000 on two electric vans; as a result we did not have any spend on vehicles for financial year 22/23. However, we did continue to invest in the Foodbank site and spent around £14,000 on site refurbishment and development. This will ensure the long-term viability of the site and will ensure the site is comfortable for staff, volunteers and visitors.

Details of any funds materially in deficit

N/a

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.

We received 4 grants (1 restricted/3 unrestricted) for 2022-23 from North Tyneside Council (NTC) totalling £32,501.85 as part of an agreement to provide emergency parcels for those qualifying for assistance under Local Welfare Provision. Grants from NTC and other organisations is down significantly (by approximately £100,000) from 2021/22 due to the wind down of Covid 19 support but remains broadly in-line with pre-Covid levels.

Further restricted grants to the value of £3,095.96 were received from The Neighbourly FO (Aldi) for food and The Department for Work & Pensions for kickstart employees.

Additionally, further unrestricted grants to the value of £17,833.52 were received from Place For People, Greggs Foundation, TT2 Limited, Duke Northumberland Estates and North Tyneside Volunteers Winter Pressures.

Significant donations were also received from dozens of our individual supporters as well as many fantastic local businesses. A substantial part of our income continues to be made up of regular bank transfer and cash donations from supporters. A lot of these bank transfers come in via organisations like Just Giving and Local Giving; this has the added benefit of those organisations dealing directly with any relevant Gift Aid.

The bulk of our income continues to come from donations from individuals and local businesses/organisations. Donations have increased from the previous year by around £35,000 however grant income is down. Finally running costs have increased by around £57,000.

Funds have been used to employ staff (Foodbank Manager, Development Manager, Deputy Foodbank Manager, Admin Assistants & Delivery Drivers), to meet overhead costs such as rent of premises, utilities, maintenance etc, and to purchase significant food supplies for distribution to supplement those donated by supporters. Physical goods donations are down from previous years hence we have been purchasing supplies from the likes of Morrisons and Asda as well as local fruit and veg suppliers.

We continue to receive the support of 40 regular volunteers who provide continued support during the working week; this is much appreciated.

We spent around £14,000 on site improvements which included improved storage, office space and a new boiler/ heating system. All of this will improve the longevity of the site as well as making for a more comfortable place to work, volunteer and visit.

In-kind support has been gratefully received from dozens of local and national organisations, companies and third sector partners; we regularly call these out on our Facebook site and in our newsletters.

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

Section G**Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)	M Walker	ADW
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Full name(s)	MARGARET WALICER	ALAN DICKINSON
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Position (eg Secretary, Chair, etc)	SECRETARY	CHAIR
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Date	15/1/24
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CHARITY COMMISSION
FOR ENGLAND AND WALES

The Bay Foodbank

1151746

Receipts and payments accounts

CC16a

For the period
from

01/04/2022

To

31/03/2023

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	225,621	-	-	225,621	189,410
Grants	45,335	8,096	-	53,431	159,641
Reclaimed tax (Gift Aid)	4,141	-	-	4,141	-
Bank interest received	760	-	-	760	28
Other (incl DD refund)	-	-	-	-	280
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	275,858	8,096	-	283,954	349,359
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	275,858	8,096	-	283,954	349,359
A3 Payments					
Salaries and related costs	87,198	2,096	-	89,294	84,096
Fuel and mileage	3,585	-	-	3,585	2,285
Utilities	9,006	-	-	9,006	6,600
Purchase of goods for donation	70,319	1,000	-	71,319	36,823
Printing and publicity	3,082	-	-	3,082	1,080
Rent	1,000	5,000	-	6,000	6,000
Other running costs	24,971	-	-	24,971	12,409
Other	-	-	-	-	413
Rounding error	-	-	-	-	-
Sub total	199,162	8,096	-	207,258	149,706
A4 Asset and investment purchases. (see table)					
Purchase of 3 vans	-	-	-	-	66,784
Sub total	-	-	-	-	66,784
Total payments	199,162	8,096	-	207,258	216,490
Net of receipts/(payments)	76,696	-	-	76,696	132,870
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	572,734	-	-	572,734	439,864
Cash funds this year end	649,430	-	-	649,430	572,734

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	General Fund	499,430	-	-
	Designated Reserve Fund	150,000	-	-
	Restricted Funds	-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	649,430	-	-

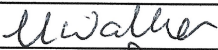

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Gift Aid Recoverable	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	M. WALKER	15/1/24
	A. DICKINSON	15/1/24



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

The Bay foodbank

On accounts for the year ended

31st March 2023

Charity no (if any)

1151746

Set out on pages

(Income and Expenses accounts maintained on excel provided separately for review, along with other supporting files and invoices/receipts.)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2023.

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:

JP Bacon

Date:

10/01/2024

Name:

John Paul Bacon

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

CIMA qualified Accountant

IER

Address:

23 Stokesley Grove

Heaton

Newcastle Upon Tyne NE7 7AU. Tyne & Wear

Section B

Disclosure

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.

None