



Trustees' Annual Report for the period

	Period start date	Period end date
From	1 April 2023	To 31 March 2024

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 Bay Foodbank

Meadow Well Way

North Tyneside

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	Up to 19 th February 2024.	
2	Lady Christine Ennals		Up to 20 th May 2024	
3	Mrs Maggie Walker	Chair	Acting as Chair from 19 th February 2024.	
4	Mr Andy Sherwood	Treasurer		
5	Ms Sharon Williams-Moffat	Secretary	Acting as Secretary from 19 th February 2024	
6	Mr Tony Donaldson			(Voted unanimously by all Trustees during AGM on 24 th October 2023)
8	Mr Chris Watts			(Voted unanimously by all Trustees at a meeting on 15 th March 2024)
9	Mr Martin Wrightson			(Voted unanimously by all Trustees during AGM on 29 th October 2024)
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)

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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 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 has stabilised, income from grants has decreased in part due to the closure of grant making organisations and the cessation 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 services 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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Throughout the year we directly supported 250-300 people per week through our provision of emergency food parcels. Alongside a larger number indirectly through our support of school breakfast clubs and our food waste reduction programme.

The Bay Foodbank's work is broadly spread across three key areas. Each with the overarching aim of tackling food insecurity in the region.

The largest area is that of emergency parcels. Responding to referrals from agencies such as Adult Social Care, NHS, Schools, Citizens Advice etc.

We provided 8,187 parcels (4,702 Single, 1,749 Couple, 1,732 Family and 4 Other); an increase of 1,132 from FY22/23. These provided food, usually for 7 days for 9,776 adults, 4,494 children and a further 215 babies. This represents an increase of 16% across the year.

Of this total, 2,621 emergency parcels (32%) were provided on behalf of Adult Social Care (North Tyneside Council) which was split between 608 eligible parcels, 2,012 non-eligible and 1 voucher only. This being an increase of 42% compared to the previous year. This increase is in reflection of our work diverting an increasing number of referrals via Adult Social Care due to their ability to offer additional support. For our provision of emergency parcels on their behalf we hold a service level agreement with North Tyneside Council.

Each parcel is designed to last the client 7 days and is provided in unbranded bags. Around 60% of parcels are delivered directly to the client, always in an unmarked van.

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.

The second area of work is the support of other organisations. By working closely with a range of third sector partners we've been able to indirectly support thousands of additional people, many of whom we would not be able to reach ourselves. One such example is *Walking With in North Tyneside*, as a charity working with asylum seekers and refugees they provide specialist support that we've been able to refer individuals to.

Significant levels of support are given to a range of school breakfast clubs and similar programmes. We currently support between 4-6 schools and nurseries in their provision of before or after school food provision.

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, with focus on disadvantaged and marginalised groups.

Our third area of work is that of food waste reduction. By working with producers, wholesalers and retailers we've been able to divert significant quantities of potential food waste away from conventional waste streams towards people and organisations that can utilise it. This can represent anywhere from 100-500kg per week.

During the year we expanded our staff team. This was done in recognition of growing demand for our service and inability to maintain consistent service with our then existing staffing provision.

A Deputy Warehouse Manager was recruited to lead on parcel fulfillment, freeing the Warehouse Manager to focus on Volunteer engagement and experience. A Development Manager was recruited to drive the wholesale development of the charity, strengthening every aspect of it's work and function to ensure it's long term resilience.

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 2023-24 financial year the reserve funds held just over 2 years-worth of running costs which the Trustees are aligned to. (It's down from just over 3 in 2022/23 but still within an acceptable range.)

Whilst we have not made any high value purchases through the year, other than on stock, we do continue to invest in the Foodbank site through continual refurbishment, maintenance and security. For example new fridges and IT equipment. This ensures the long-term viability of the site and will ensure the site is comfortable and safe 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 2022-24 from North Tyneside Council (NTC) totalling £65,762.98 as part of an agreement to provide emergency parcels for those qualifying for assistance under Local Welfare Provision. In addition we received a grant of £45,000 from the Department of Culture Media and Sport.

Further restricted grants to the value of £46,500 were received from The Neighbourly FO (Aldi) and the Community Organisation for food. Additionally 2 unrestricted grants were received from TT2 Limited and the Postcode Community for £26,000.

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.

Funds have been used to employ staff (Warehouse Manager, Development Manager, Deputy Warehouse 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.

Over the year the foodbank experienced a sustained reduction in the volume of physical donations. This led to a rise in the amount spent on purchasing stock; thus highlighting the value of financial donations from our supporters. To accommodate this shift, it was deemed necessary to increase our base of donors and grants, a Development Manager was hired to lead on this.

We continue to receive the support of 45-50 regular volunteers who provide continued support during the working week; this is much appreciated.

We continue to invest in the building, work has included improved signage, office furniture, shelving and flooring. Future development (flooring, windows, improvements to car park etc) is planned and has been covered by grant funding which falls within FY2425. 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, for which we remain extremely grateful.

From within our cash reserves we have set aside a specific reserve of £60,000 to replace our 2 electric vans over the next 12 to 18 months.

Section F

Other optional information

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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

S Williams-Moffat

Full name(s)

MAGGIE WALKER

S WILLIAMS-MOFFAT

Position (eg Secretary, Chair, etc)

CHAIR

SEC RETRY

Date

16 JAN 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Bay Foodbank

1151746

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

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 £
A1 Receipts					
Donations	258,671	-	-	258,671	225,621
Grants	91,563	46,700	-	138,263	53,431
Reclaimed tax (Gift Aid)	6,804	-	-	6,804	4,141
Bank interest received	3,227	-	-	3,227	760
Other (incl DD refund)	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	360,265	46,700	-	406,965	283,953
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	360,265	46,700	-	406,965	283,953
A3 Payments					
Salaries and related costs	109,114	17,860	-	126,974	89,294
Fuel and mileage	3,172	-	-	3,172	3,585
Utilities	11,191	-	-	11,191	9,006
Purchase of goods for donation	134,079	28,840	-	162,919	71,319
Printing and publicity	8,224	-	-	8,224	3,082
Rent	6,000	-	-	6,000	6,000
Other running costs	16,575	-	-	16,575	24,971
Other	-	-	-	-	-
Rounding error	-	-	-	-	-
Sub total	288,355	46,700	-	335,055	207,258
A4 Asset and investment purchases. (see table)					
Purchase of 3 vans	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	288,355	46,700	-	335,055	207,258
Net of receipts/(payments)	71,910	-	-	71,910	76,696
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	649,430	-	-	649,430	572,734
Cash funds this year end	721,340	-	-	721,340	649,430

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	589,430	-	-
	Designated Reserve Fund (Vans)	60,000	-	-
	Restricted Funds	-	-	-
	Total cash funds	649,430	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Gift Aid Recoverable	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	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
		<i>Maggie Walker</i>	MAGGIE WALKER	16/1/2025
		<i>SWILLIAMS-MOFFAT</i>	SWILLIAMS-MOFFAT	16/1/2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Bay foodbank

On accounts for the year
ended

31st March 2024

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.)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2024**.

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:

J.P. Bacon

Date:

13/01/25

Name:

John Paul Bacon

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

CIMA qualified Accountant

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