



Trustees' Annual Report for the period

| | | | |
|-------------|-------------------|-----------|-----------------|
| | Period start date | | Period end date |
| From | 1 April 2024 | To | 31 March 2025 |

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 | Mrs Maggie Walker | Chair | | |
| 2 | Mr Andy Sherwood | Treasurer | | |
| 3 | Ms Sharon Williams-Moffat | Secretary | | |
| 4 | Mr Tony Donaldson | Trustee | | |
| 5 | Mr Chris Watts | Trustee | | |
| 6 | Mr Martin Wrightson | Trustee | | (Voted unanimously by all Trustees during AGM on 29 th October 2024) |
| 7 | Mrs Kathryn Lane | Trustee | | (Voted unanimously by all Trustees during AGM on 17 th September 2025) |
| 8 | Mr Anthony Bainbridge | Trustee | | |
| 9 | Mrs Sam Adams | Trustee | | |
| | Lady Christine Ennals | Trustee | Up to 20 th May 2024 | |

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
- Reserves
- Health & Safety
- IT Fair Usage
- HR (Complaints & Paying Staff)
- Volunteers
- Trustee conflicts of interest
- Social media

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 operates as the sole foodbank in North Tyneside and is among the largest independent foodbanks in the UK. Each day, we provide vital support to approximately 150–200 people through emergency food provision, assistance to school breakfast clubs, and initiatives aimed at reducing food waste.

What began in 2012 as a small, community-led response to support two families has developed into a significant organisation delivering essential services to a wide cross-section of the local population.

Demand for our services continues to grow across all programmes, placing increased pressure on our resources. As a result, overall costs have risen, with the greatest expenditure focused on securing sufficient supplies of food and basic household items.

Although donations from individuals have remained steady, grant income has reduced due to the closure of funding bodies and the ending of temporary Covid-19 support funding.

Throughout the delivery of our services, the trustees have acted in accordance with the Charity Commission's guidance 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 relies heavily on the commitment and generosity of its volunteer workforce, whose contribution is fundamental to the delivery of our services. Volunteers play a critical role in every stage of our operation, from receiving and sorting donations to assembling and distributing emergency food parcels.

As demand for support continues to rise, we have been required to purchase increasing volumes of food and essential items, placing significant pressure on our finances. The assistance we provide would not be possible without the financial contributions of our supporters. We are deeply thankful to the many individuals and local businesses who contribute through monetary donations or the provision of much-needed supplies, alongside the continued dedication of our volunteers.

Strong partnerships remain central to our ability to meet local need. Our ongoing collaboration with North Tyneside Council continues to be mutually beneficial, supported by a service level agreement for the delivery of an agreed number of emergency food parcels.

Over the past period, closer working relationships with other third-sector organisations have enabled us to reach more people than ever before. By improving coordination, reducing duplication, and strengthening communication between services, we have been able to deliver more effective and accessible support to those who need it most.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Throughout the year we directly supported 300-350 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 9,237 parcels (5,122 Single, 2,137 Couple, 1,965 Family and 13 Other); an increase of 981 from FY23/24. This represents an increase of 12% across the year.

Of this total, 3,904 emergency parcels (42%) were provided on behalf of Adult Social Care (North Tyneside Council) which was split between 834 eligible parcels and 3,070 non-eligible. This being an increase of 49% 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 52% 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 2-3 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 250-500kg per week.

Throughout the period we continued our work developing our offering alongside a streamlining of our systems and processes.

Section D

Achievements and performance

Much work was undertaken to plan for the development work undertaken in FY2526 including preparation for the move of our warehouse, capital development and the recruitment of an Information Worker capable of offering additional financial advice and support to clients.

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 2024-25 financial year the reserve fund held just under 2 years-worth of running costs (1.96) which the Trustees are aligned to. This represents a slight reduction from the previous year.

This year our expenses exceeded our income however we had adequate reserve funds to cover the shortfall. The short, medium and long term future of the Foodbank is assured. No specific high value purchases were made in the year; other than on stock. We do continue to invest in the Foodbank site through continual refurbishment, maintenance and security. For example, IT equipment, new fridges and flooring. 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 four unrestricted grants for 2024-25 from North Tyneside Council (NTC) totalling £44,198 as part of an agreement to provide emergency parcels for those qualifying for assistance under Local Welfare Provision.

Two restricted grants to the value of £8,646 were received from The Morrison's Foundation for new fridges and The ScrewFix Foundation for new office flooring.

Significant donations were also received from dozens of supporters as well as many fantastic local businesses. For example, we received 44 donations over the value of £300 from businesses and individuals totalling £51,217.88. A substantial part of our income continues to be made up of regular bank transfer and cash donations from supporters like these. A lot of the 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. We also receive cash and cheque donations.

Funds are spent in line with the charities objectives which means spending is on items like salaries and wages for staff (Warehouse Manager, Delivery Drivers etc), purchasing food goods from local suppliers for onwards donation, which supplement the physical food donations from our supporters. Then also to meet overhead costs such as office supplies, utilities, maintenance and investing in the site as needed.

As per previous years the Foodbank experienced a 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.

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

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 the cash reserves we have set aside a specific reserve of £120,000 which is allocated to replacing our electric vans and for planned building and development works.

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)

| | |
|----------|--------------|
| M Walker | Kathryn Lane |
|----------|--------------|

Full name(s)

| | |
|-----------------|--------------|
| MARGARET WALKER | KATHRYN LANE |
|-----------------|--------------|

Position (eg Secretary, Chair, etc)

| | |
|-------------------|---------|
| CHAIR OF TRUSTEES | TRUSTEE |
|-------------------|---------|

Date

| |
|----------|
| 22/01/26 |
|----------|

22/1/26



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Bay Foodbank

1151746

Receipts and payments accounts

CC16a

For the period
from

01/04/2024

To

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 | 258,845 | - | - | 258,845 | 258,671 |
| Grants | 44,198 | 8,646 | - | 52,844 | 138,263 |
| Reclaimed tax (Gift Aid) | 21,863 | - | - | 21,863 | 6,804 |
| Bank interest received | 4,012 | - | - | 4,012 | 3,227 |
| Other (incl DD refund) | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 328,918 | 8,646 | - | 337,564 | 406,965 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 328,918 | 8,646 | - | 337,564 | 406,965 |
| A3 Payments | | | | | |
| Salaries and related costs | 140,920 | - | - | 140,920 | 126,974 |
| Fuel and mileage | 3,862 | - | - | 3,862 | 3,172 |
| Utilities | 11,496 | - | - | 11,496 | 11,191 |
| Purchase of goods for donation | 155,064 | - | - | 155,064 | 162,919 |
| Printing and publicity | 5,772 | - | - | 5,772 | 8,224 |
| Rent | - | - | - | - | 6,000 |
| Other running costs | 40,461 | - | - | 40,461 | 16,575 |
| Other | - | - | - | - | - |
| Rounding error | - | - | - | - | - |
| Sub total | 357,576 | - | - | 357,576 | 335,055 |
| A4 Asset and investment purchases. (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 357,576 | - | - | 357,576 | 335,055 |
| Net of receipts/(payments) | - 28,658 | 8,646 | - | - 20,012 | 71,910 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 721,340 | - | - | 721,340 | 649,430 |
| Cash funds this year end | 692,682 | 8,646 | - | 701,328 | 721,340 |

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 | 581,328 | - | - |
| | Designated Reserve Fund (Vans & Building) | 120,000 | - | - |
| | Restricted Funds | - | - | - |
| | Total cash funds | 701,328 | - | - |
| | (agree balances with receipts and payments account(s)) | | | |

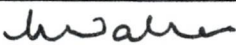

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|----------------------|---------------------------------|-------------------------------|------------------------------|
| B2 Other monetary assets | Gift Aid Recoverable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

| | 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 |
|---|----------------------|------------------|
|  | MARGARET WAINOR | 31/12/25 |
|  | CHRISTOPHER A. WATTS | 1.1.26 |



Section A

Independent Examiner's Report

Report to the trustees/
members of

The Bay foodbank

On accounts for the year
ended

31st March 2025

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 / 2025**.

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:

17/01/26

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.