

**West Berks Foodbank**  
(A Charitable Incorporated Organisation)

**Annual Report and Financial Statements  
to the Year Ended 31<sup>st</sup> March 2021**

**Charity name**

West Berks Foodbank

**Charity registration number**

1151996

**Principal office**

Unit 80 First Street,  
Greenham Business Park,  
Berkshire  
RG19 6HW

**Registered office**

Liberty House,  
Greenham Business Park,  
Newbury,  
Berkshire  
RG19 6HW

**Trustees**

Jason Paul Collis (Chair)  
Karen Ann Frost  
Sue Stevenson  
Ronnie Herd

**Project Manager**

Fran Chamings

**Independent Examiner**

David R Weller DMA, ONC/HNC

## **1) Structure, Governance and Management**

### **a) General**

#### **Structure, Governance and Management**

West Berks Foodbank became a Charitable Incorporated Organisation (Associated Model Constitution) on the 13<sup>th</sup> May 2013 with Charity Registration Number 1151996. (During its foundation period, it operated under a Trust Deed as a Charitable Trust under the name of Newbury and Thatcham Foodbank.)

West Berks Foodbank is an independent social franchise partner of the Trussell Trust Foodbank Network – the largest foodbank network in the United Kingdom – and it adheres to the policies and procedures laid down in the Trussell Trust Operations Manual which have been developed and proven in over 420 actively operating Trussell Trust model foodbanks in the UK network.

The trustees manage the affairs of the CIO and for that purpose exercises all of the powers of the CIO. Each trustee is charged to exercise their powers and perform their functions as a trustee in the way they decide in good faith would be most likely to further the purposes of the CIO. They are also expected to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard to any special knowledge or experience that they have or hold themselves as having. A charity trustee must be over the age of 16 years; have not retired from, or been removed from, office; have expressly acknowledged acceptance of the office of charity trustee; be a practising Trinitarian Christian.

In seeking new trustees, the Foodbank looks for people who strongly endorse, and seek to further, the charitable objectives of the charity; have the vision, enthusiasm, drive and contacts to make things happen; bring complementary skills that ensure there is the broad range of relevant skills needed to successfully direct and manage the charity.

The trustees are responsible for vision, strategic direction, fund raising, the financial health, regulatory conformance and general well-being of the Foodbank.

### **b) Charitable Objects**

*“To relieve persons in West Berkshire and local surrounding areas who are in conditions of need, hardship or distress, by providing free food, and in such other ways as the trustees from time to time think fit, and also in other parts of the United Kingdom and in such ways as the trustees from time to time think fit, thereby demonstrating the love of Jesus Christ for all.”*

## 2) Activities of the Charity

### a) Satisfying Short Term Crisis Food Needs

The Charity directly serves those people in short term crisis food need. It established a wide network of referrers, who, knowing the circumstances of the referred beneficiary can vouch for their crisis food needs. Due to West Berkshire Council budget cuts in April 2016 it has had to set up and fund a separate referrer known as Crisis FoodLine and this now refers over 73.5% of all clients.

It has also established a wide range of generous food donors – the general public via food supermarkets, churches, schools, businesses, organisations and other sources. It sorts, stores and manages the supply of food to its foodbank centres. Here it provides, on presentation of each referral food voucher or e-voucher number, a minimum of three days of nutritionally-balanced emergency food for the family group affected. It also seeks to restore the dignity of, and revive the hope of, and signpost, those affected to other charitable organisations that can help them overcome their longer-term difficulties.

### b) Assisting with Longer Term Food Needs

The Charity supports other local organisations that deal with vulnerable people who have longer term food needs. The main charities it supports are: -

**Loose Ends**, a charity that supports homeless and vulnerable people and people with addictions in the Newbury area

**The Soup Kitchen** provides soup and a snack meal for homeless people in Newbury (currently one evening per week)

**Two Saints** provide a range of services and support networks to help people who are homeless in Newbury and West Berkshire, turn their lives around. They provide safe secure accommodation while they help people embark on a new life away from homelessness. It also helps people who already live in their own home to maintain their independence.

**West Berkshire Homeless** which helps homeless people get out of homelessness, get them into accommodation, into employment and reintegrate them back into society.

### c) Supporting Other Ad Hoc Food Shortage Needs

The Charity also supports other ad-hoc calls for food from other organisations supporting those in crisis need. It has supported other foodbanks when they have had critical stock shortages due to building damage, stock theft, etc. and some other small charities.

## 3) Operational report prepared by Project Manager

The operating year between April 2020 and March 2021 has obviously been the most challenging year that West Berks Foodbank have ever faced, completely changing our operating model to a home delivery service and all signposting and support done remotely or on the doorstep. The Crisis Food line meant unlike many 'referral only' foodbanks, we were able to support those in need during the first few months of the pandemic when access to professional referrers was virtually impossible.

Delivering to homes throughout West Berkshire has allowed us to reach clients in the more rural areas and those who before couldn't access the foodbank due to mental or physical health conditions.

We have had to be flexible in how we have dealt with the ever-changing demands of the virus and government guidelines. Protecting our volunteers when delivering to households



with Coronavirus, working in bubbles in the warehouse. Safeguarding concerns assessed during outside meetings on the doorstep. Signposting advice and welfare checks over the phone.

Our determination to continue to support people in need throughout West Berkshire is evident with 5884 Adults and 4149 children receiving 7-day food parcels. Our largest annual number ever of 10,033. In addition, we have supported over 3000 people with our ongoing work with Sovereign Housing, Home-Start West Berkshire, Newbury Soup Kitchen and Loose Ends to name a few.

### **Quick Statistics**

- 157 tonnes of food donated by the community of West Berkshire
- 136 tonnes of food provided to the vulnerable.
- Over 50 % of the vouchers issued are for households that include a child under 16 years old.
- We have recruited and trained an additional 127 volunteers to support the ongoing work of the foodbank.
- 153% rise in the number of professional agencies making referrals to the foodbank on previous fiscal year.
- 87% of our volunteers making direct contact with clients are now DBS checked.
- 620% rise in those impacted by Domestic Abuse from previous fiscal year (15 to 93)
- Families struggling to feed children in the school holidays increased from 26 to 717 this past year.

### **Pandemic Positives**

As we look back and consider what has been achieved by the charity sector during the pandemic, we realise that we stand stronger together.

We have had to be creative and agile to allow us to continually adapt to the changing face of the virus and needs of our clients.

We have strengthened our relationships with our community and charity partners, and this is something we are exceptionally grateful for.

The Community Furniture Project (NCRC) shared surplus food with us and supported our operation when times were tough, offering their experience and expertise to the foodbank operational team. We were offered additional driving volunteers from Home-Start West Berkshire, Newbury Soup Kitchen and Loose Ends. West Berkshire Council allocated two teams to deliver for us for 12 weeks, allowing us to deliver hundreds of boxes each day. Newbury Soup Kitchen, the West Berks Volunteer Bureau and Karen Bennett dual diagnosis worker for West Berks Council have checked in on us regarding the mental health of the lead volunteers and offering an opportunity to share concerns and ideas within our peer group.

The pandemic has also led to an unprecedented outpouring of support from our local community, and businesses.

We have been so blessed with financial donations, donations of food and essential items as well as those prepared to give up their time.

The Foodbank on your Doorstep Initiative was an amazing example of what community could do when it was needed. An army of volunteers picked up from their local streets after delivering leaflets saying they were collecting on behalf of the foodbank. This allowed all those who were home shopping to still support their local foodbank by leaving donations on their doorstep.

Some months this initiative provided more donations than the permanent collect points in the supermarkets.

**Thank you**

We are so very grateful to all our donors and supporters who have kept the foodbank well stocked when our community needed it most.

To all our Churches

To all our Schools

Greenham Trust

Tesco Extra Pinchington Lane

Sainsbury Newbury

Waitrose Newbury

Tesco Hungerford

Berkshire Community Foundation

Rachel McShane Community Champion

St James Place

Ros Barker

Hungerford Town Council

Thatcham Town Council

Newbury Town Council

Volunteer Centre West Berkshire

Lesley Wallace and Dream Doors

All of our incredible volunteers

a) ***Declaration***

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

***Signed on behalf of the charity trustees***

.....

.....

Name.....

Name.....



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

Report to the trustees/  
members of

WEST BARKS FOOTBALL CLUB

On accounts for the year  
ended

31 MARCH 2021

Charity no  
(if any)

1151996

Set out on pages

1 - 3

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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:

*David R. Walker*

Date:

21 JUNE 2021

Name:

DAVID R WALKER

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

DMA, HNC, ONC

Address:

9, JEDBURGH CLOSE

THORNHALL

RG19 4GP

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.**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

West Berks Foodbank

1151996

## Receipts and payments accounts

CC16a

For the period  
from

01/04/20

To

31/03/21

### 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>					
Donations directly to us	148,388	-	-	148,388	29,489
Asda / Trussell Grant	20,015	-	-	20,015	-
Tesco Top-Up Scheme	1,186	-	-	1,186	3,026
Gift Aid Tax Reclaim	4,170	-	-	4,170	-
Donations and Grants : The Good Exchange	31,548	-	-	31,548	21,281
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	205,307	-	-	205,307	53,796
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	205,307	-	-	205,307	53,796
<b>A3 Payments</b>					
Employment Costs	36,523	-	-	36,523	-
Food Purchases	18,314	-	-	18,314	3,883
Equipment Purchases	14,506	-	-	14,506	4,231
Cardboard boxes – single use	8,498	-	-	8,498	-
Crisi Foodline – Expansion of Area	8,127	-	-	8,127	4,185
Transportation	6,409	-	-	6,409	11,472
Warehouse & Office Services charges	2,186	-	-	2,186	207
Printing & Stationery	1,394	-	-	1,394	475
Other categories	7,530	-	-	7,530	3,132
<b>Sub total</b>	103,487	-	-	103,487	27,585
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	103,487	-	-	103,487	27,585
<b>Net of receipts/(payments)</b>	101,820	-	-	101,820	26,211
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	39,126	-	-	39,126	10,845
<b>Cash funds this year end</b>	140,946	-	-	140,946	37,056

DRW

David Wells  
18/6/2021

## 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>	Lloyds Bank	140,556	-	-
	Petty Cash	390	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	140,946	-	-
(agree balances with receipts and payments account(s))				

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval