

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

**Annual Report and Financial Statements  
to the Year Ended 31<sup>st</sup> March 2022**

**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  
Karen Anne Frost  
Ronald Alexander James Herd  
Philip Bevan  
Sarah Antoinette Wylie

**Foodbank Manager**

Fran Chamings

**Independent Examiner**

David R Weller DMA, ONC/HNC

## 1. Structure, Governance and Management

### a. General

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 exercise 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; and 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 compliance, 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.
- the prevention or relief of poverty in West Berkshire in particular, but not exclusively, by providing emergency food to individuals in need and/or charities, or other organisations working to prevent or relieve poverty

- to provide services to people who have need of them by reason of their age, ill-health, disability, financial hardship or other disadvantage by signposting them to additional support services

## 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 has established a wide network of referrers, who, knowing the circumstances of the referred beneficiary can vouch for their crisis food needs. 48% of clients are referred to us by a professional agency or charity. 52% of referrals come via our Crisis Foodline.

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 distribution centres. Here it provides, on presentation of each referral food voucher or e-voucher number, a minimum of seven 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 who 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: -

- **Two Saints** provide two hostels in Newbury for those without shelter and work with them to the goal of independence.
- **Loose Ends**, a charity offering homeless and vulnerable people five home cooked meals each week.
- **Bramlings House**, sheltered accommodation for young people aged 16-24 years.
- **Homestart West Berkshire**, supporting families with young children.

### c) Supporting Other Ad Hoc Food & Essential Items Shortage Needs

The Charity also supports other ad-hoc calls for food from other organisations supporting those in crisis need. Berkshire Women's Aid and local women's refuge. Newbury Soup Kitchen, Fairclose Day Centre, Priors Court SEN School, Basingstoke and Reading maternity units, local animal charities.

## 3. Operational report prepared by Foodbank Manager

The past year has again been a busy one for West Berks Foodbank, both day to day and at Trustee level.



From April 2021 - March 2022 there was a 17% decrease in the number of individuals receiving food compared to the previous year with a total of 8571 people fed. This number is split between 4930 adults and 3641 children throughout West Berkshire. This decrease in usage was mostly due to a significant number of small food provision outlets which opened up in West Berkshire during the Covid-19 pandemic. This gave people alternative places to collect food from, and includes three food larders established locally and numerous pop-up independent foodbanks.

During the past year we have re-opened three of our five distribution centres in Hungerford, Burghfield and Thatcham. The decision was made not to re-open Lambourn Foodbank as a Covid pop-up foodbank was servicing the valley.

Improved working practices and a strong training programme led to a near perfect stocktake, with minimal impact to the foodbanks operations as we only closed for one day.

Two new Trustees have been appointed and a part time Warehouse Manager Matthew Davies has been employed to strengthen the team. The Project Manager's role was made permanent, and we maintained our volunteer numbers at around 140.

Our Hungry Holiday initiative was expanded to all schools in West Berkshire. School Support officers referred 359 people to us for weekly support during the six-week summer break. So, we fed an additional 2154 people throughout July and August to the above annual numbers. (Actual figures to include Hungry Holidays – 10725 people fed - 5680 adults and 5045 children)

#### **a. Quick Statistics**

- 171 tonnes of food donated by the community of West Berkshire
- 181 tonnes of food provided to the vulnerable.
- Over 25% of the vouchers issued are for single parent households.
- More than 47% of people fed were under 16 years of age.
- Just under 39% of those turning to us give low income as reason for crisis.
- 55% rise in those impacted by Domestic Abuse from previous fiscal year (93 to 165)
- 45,234 meals were provided via the Hungry Holiday initiative.

#### **b. Looking Forward**

We continue to adapt and evolve to the ever-changing needs of our clients.

Building on our relationships with other charities we have an established framework of support for the most vulnerable in our community.

#### **Newbury Distribution Centre**

Newbury Salvation Army has always been a great supporter of West Berks Foodbank and used to host the Newbury Distribution centre, unfortunately operational changes have meant that we are no longer able to operation from their building. Kennet Christian Centre (KCC) immediately offered to host us, and we will be re-opening our Newbury Distribution Centre on Tuesdays at KCC.

**Community Larders**

We have been working closely with the three local community larders to try and transition clients away from foodbanks and to these larders where there is no perceived stigma.

**Volunteers**

We recognise that our volunteers are facing more challenging situation as the external environment brings even greater challenges to many in West Berkshire. The mental health of so many of our service users has been severely impacted by the pandemic, the removal of the £20 Universal Credit uplift and now the cost-of-living crisis. We are therefore focussing on more specialist training for our client facing volunteers. Mental First Aider Courses and Suicide Awareness courses are being made available.

In order to improve connections between Trustees and volunteers each one has been allocated a distribution centre and will visit regularly and offer peer to peer support as required.

**C Thanks**

Without all our donors and supporters West Berkshire would not have a foodbank, so we are very grateful to all of the following people and organisations.

All our incredible volunteers who go above and beyond every day.

To all our Churches

To all our Schools

Greenham Trust

Tesco Extra Pinchington Lane

Sainsbury Newbury

Waitrose Newbury

Waitrose Thatcham

Tesco London Road

Tesco Hungerford

St Oswalds Church – hosts of Burghfield and Mortimer Foodbank

Hungerford Methodist Church - hosts of Hungerford Foodbank

Thatcham Baptist Church – hosts of Thatcham Foodbank

Kennet Christian Centre – hosts of Newbury Foodbank

St Johns Church and Revd Gary Collins were kind enough to offer us a new home and we are very grateful for their kindness and continued support.

Brian Fletcher and the Lambourn Foodbank volunteers that have served their community in Lambourn for a decade with dignity and kindness.

Volunteer Centre West Berkshire

4) Declaration

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

Signed on behalf of the charity trustees

.....

.....

Name.....

Name.....



**WEST BERKS FOODBANK**  
**CHARITY NUMBER 1151996**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDING 31<sup>ST</sup>**  
**MARCH 2022**

**Introduction**

I have great pleasure in reporting on the Accounts of the West Berks Foodbank for the year ending 31<sup>st</sup> March 2022.

**Basis of Independent Examiner's Report**

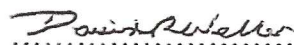
My examination was carried out in accordance with the General Directions given by the Charity Commissioners and included a review of the accounting records kept, and a comparison of the accounts presented with those records. This examination is in accordance with my responsibilities as set out in Section A of the Charity Commissioners official Independent Examiner's Report under Sections 145 and 145(5)(b) of the Charities Act 2011.

**Independent Examiner's Statement**

I confirm that the financial statements are in accordance with the income, expenditure, assets and investments information supplies to me by the Treasurer. I am satisfied that the Treasurer and Trustees has put in place safe, efficient arrangements and maintain robust controls on payments as an integrated part of the overall financial control system.

**Conclusion**

This is my ninth examination as the appointed Independent Examiner for the West Berks Foodbank and I would once again like to place on record my sincere thanks to the Treasurer, Dave Carter, for all his hard work in preparing the accounts and for providing me with the information and records required to undertake the examination. The accounts are very clear and concise and, once again, it has been a real pleasure to carry out the independent examination.

  
.....  
David R Weller DMA, ONC/HNC  
Independent Examiner

Date: 20<sup>th</sup> May 2022





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

WAST BIRMS FOODBANK

On accounts for the year  
ended

31st MARCH 2022

Charity no  
(if any)

1151996

Set out on pages

1 - 3

number to include the page numbers of additional sheets

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 Hetherington*

Date:

20/05/2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

West Berks Foodbank

1151996

## Receipts and payments accounts

CC16a

For the period  
from

4/1/2021

To

3/31/2022

### 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 £
<b>A1 Receipts</b>					
Donations Directly to Us	95,147	-	-	95,147	148,388
Asda/Trussell Grant	20,015	-	-	20,015	20,015
Tesco Top Up Scheme	6,818	-	-	6,818	1,186
Gift Aid Tax Reclaim	-	-	-	-	4,170
Donations/Grants : Good Exchange	-	-	-	-	31,548
Waitrose/Trussell	3,848	-	-	3,848	-
Sainsbury	6,767	-	-	6,767	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>132,595</b>	<b>-</b>	<b>-</b>	<b>132,595</b>	<b>205,307</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>132,595</b>	<b>-</b>	<b>-</b>	<b>132,595</b>	<b>205,307</b>
<b>A3 Payments</b>					
Employment Costs	39,828	-	-	39,828	36,523
Food Purchases	17,415	-	-	17,415	18,314
Equipment Purchases	1,476	-	-	1,476	14,505
Cardboard Boxes-Single Use	6,841	-	-	6,841	8,498
Crisis Foodline	5,793	-	-	5,793	8,127
Transportation	7,630	-	-	7,630	6,409
Warehouse& Office Service Charges	5,861	-	-	5,861	2,186
Printing&Stationery	3,329	-	-	3,329	1,394
Other	8,859	-	-	8,859	7,531
<b>Sub total</b>	<b>97,032</b>	<b>-</b>	<b>-</b>	<b>97,032</b>	<b>103,487</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>97,032</b>	<b>-</b>	<b>-</b>	<b>97,032</b>	<b>103,487</b>
<b>Net of receipts/(payments)</b>	<b>35,563</b>	<b>-</b>	<b>-</b>	<b>35,563</b>	<b>101,820</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,126</b>
<b>Cash funds this year end</b>	<b>35,563</b>	<b>-</b>	<b>-</b>	<b>35,563</b>	<b>140,946</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>	Lloyds Bank	176,119	-	-
	Petty Cash	390	-	-
		-	-	-
	<b>Total cash funds</b>	<b>176,509</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	