

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

**Annual Report and Financial Statements  
to the Year Ended 31<sup>st</sup> March 2023**

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West Berks Foodbank Charity Registration Number 1151996

**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  
Philip Bevan  
Ronald Alexander James Herd  
Sarah Antoinette Wylie

**Foodbank Manager**

Fran Chamings

**Independent Examiner**

David R Weller DMA, ONC/HNC

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West Berks Foodbank Charity Registration Number 1151996 **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 1300 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

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- 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. 51% of clients are referred to us by a professional agency or charity. 49% 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, Young People and Children First, Community Furniture Project

### **3. Operational report prepared by Foodbank Manager**

Another challenging year for us as a foodbank and our clients using the services. AGM

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Many more of our clients are unable to make ends meet more regularly, with some having negative monthly budgets. Due to the exceptionally high fuel costs this year, it really has been the year of heat or eat.

From April 2022 - March 2023 there was a 7.7% increase in the number of individuals receiving food compared to the previous year with a total of 9237 people given seven days' worth of food. This number is split between 5193 adults and 4044 children throughout West Berkshire. This is a smaller increase than we expected, but we believe the various initiatives run by local and central government may have been responsible for this. (Cost of Living payments, and household support fund.)

Solid working practices and a strong training programme led to another accurate stocktake, with minimal impact to the foodbanks operations as we only closed for one day. Many businesses have Corporate Social Responsibility policies that encourage corporate volunteering days. So, we partnered with a recruitment company from Reading, Page Personnel. They sent in a team of 10 who did all the heavy lifting reducing the stress on our volunteers. We had two managers and only two volunteers overseeing the stocktake.

The part-time warehouse manager 12 month contract came to an end at the end of the financial year and the part-time contract wasn't renewed. A new position for a full-time Deputy Foodbank Manager was created after the year end

Our Hungry Holiday initiative was suspended to all schools in West Berkshire due to having little surplus stock. All schools were informed and so we were pleased that the £15 free school meals vouchers were extended to all pupil premium children. West Berkshire Council also ran their HAF Programme (Holiday, Activities and Food) guaranteeing approx. 800 places for disadvantaged children.

Amazon Theale donated £30k to allow us to purchase up to 500 electric heated throws to support vulnerable people in the community. Working with Age UK, Social Prescribers, and referrers, we have prioritised our older, disabled and sedentary clients. Our sincere gratitude for this amazing donation to keep people warm over winter.

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

- 152 tonnes of food donated by the community of West Berkshire
- Over 48% of the vouchers issued are for households with children.
- 4700 clients gave low income as reason for crisis, 312 Clients were homeless and 1058 sought support due to benefit delays or changes.
- Top three wards by demand (an administrative division of a city or borough)<sup>1<sup>st</sup></sup>, Newbury Greenham, 2<sup>nd</sup> Newbury Central, 3<sup>rd</sup> Newbury Clay Hill.
- 119 different Statutory Agencies and Charities made referrals.

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

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

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

#### **Newbury Distribution Centre**

Unfortunately, The Salvation Army was unable to continue to host our foodbank distribution centre in Newbury, so we had to look for an alternative home. We are very gratefully for seven years of support from the Salvation Army in Newbury.

We have been made extremely welcome by our new hosts in Newbury, The Kennet Christian Centre, Enborne Road, Newbury. Caroline and Phil Whitehead, the Pastors and Liz Butler, the centre manager, have moved heaven and earth to accommodate us. Volunteers from KCC run a community café alongside the foodbank creating a welcoming and supportive atmosphere.

#### **Volunteers**

Our volunteer retention has been very good again this year with approx. 150 active volunteers. We recognise that our volunteers are facing more challenging situations as the external environment brings even greater challenges to many in West Berkshire. We now need to recognise the importance of good mental health support for our client facing volunteers. Therefore, both the

foodbank manager and warehouse manager (appointed May 2023) have qualified as Mental First Aiders and attended a Suicide Awareness courses. Twelve frontline volunteers attended a the Mental Health First Aid course.

At the Foodbank we also think its our duty to include the community as much as possible, so we welcome young people from local schools for work experience. In doing this, we ensure that we treat all our young people equally, irrespective of their academic level, physical and mental abilities or past school exclusions.

The partnership between trustees and allocated distribution centres has improved connections during the year. .

**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.

We take this opportunity to recognise 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

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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

**4) Declaration**

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

**Signed on behalf of the charity trustees**

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Name..... Name.....







CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name West Berks Foodbank	No (if any) 1151996
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## Receipts and payments accounts

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For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
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### 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	174,063	-	-	174,063	95,147
Asda/Trussell Grant		-	-	-	20,015
Tesco Top Up Scheme	7,846		-	7,846	6,818
Gift Aid Tax Reclaim	-	-	-	-	-
Trussel Trust	-	51,750	-	51,750	-
Waitrose/Trussell	-	-	-	-	3,848
Amazon/Sainsbury	30,000	-	-	30,000	6,767
Newbury BS	9,000	-	-	9,000	-
<b>Sub total</b> (Gross income for AR)	220,909	51,750	-	272,659	132,595
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	

	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-

<b>Total receipts</b>	<b>220,909</b>	<b>51,750</b>	<b>-</b>	<b>272,659</b>	<b>132,595</b>
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### A3 Payments

Employment Costs	47,257	-	-	47,257	39,828
Food Purchases	14,789	-	-	14,789	17,415
Equipment Purchases	422	-	-	422	1,476
Cardboard Boxes-Single Use	6,262	-	-	6,262	6,841
Crisis Foodline	8,335	-	-	8,335	5,793
Transportation	6,735	-	-	6,735	7,630
Warehouse& Office Service Charges	11,014	-	-	11,014	5,861
Printing&Stationery	2,789	-	-	2,789	3,329
Other	32,206	-	-	32,206	8,859
<b>Sub total</b>	<b>129,809</b>	<b>-</b>	<b>-</b>	<b>129,809</b>	<b>97,032</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	129,809	-	-	129,809	97,032
<b>Net of receipts/(payments)</b>	91,100	51,750	-	142,850	35,563
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	91,100	51,750	-	142,850	35,563

## 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	267,478	51,750	-
	Petty Cash	171	-	-
		-	-	-
	<b>Total cash funds</b>	267,649	51,750	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-



**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

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

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDING 31<sup>ST</sup>**  
**MARCH 2023**

**Introduction**

I have great pleasure in reporting on the Accounts of the West Berks Foodbank for the year ending 31<sup>st</sup> March 2023.

**Basis of Independent Examiner's Report**

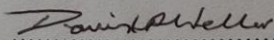
My examination was carried out in accordance with the General Directions given by the Charity Commissioners and included a review of the accounting records kept, and a comparison of the accounts presented with those records. This examination is in accordance with my responsibilities as set out in Section 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 tenth 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> June 2023