



# **Annual Report**

## **2021**

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## **Chairman's Letter**

2021 was another year without parallel in the life of Hartlepool's foodbank. Our operations have slowly started returning to "normal" after many changes to comply with regulations needed to reduce the spread of Covid 19. However, we remain cautious, especially in our front, client-facing operation where we continue to take precautions. We have continued to deliver some food relief to clients' doors where families have to be isolated, although by the end of the year we were mostly able to meet our clients personally at 28 Church Street. Food parcels have been augmented with some extra provisions, including bread and fresh fruit & vegetables directed to us by the Food Network, "veggie boxes" from the Vegetarian Society – and fresh milk and dairy products from Embleton Dairies. Many thanks to all of these on behalf of our clients!

The Foodbank is a franchisee of the Trussell Trust, a nation-wide charity that is connected with more than 400 foodbanks, operating from around 1200 centres. In 2020 Trussell Trust published its 5-year strategy Together for Change with the vision of creating the conditions under which foodbanks would no longer be needed. Hartlepool Foodbank applied for, and was granted, funding from Trussell Trust to develop its own 5-year strategy. We chose Hartlepower to be our delivery partner, building on work Hartlepower has already done facilitating Hartlepool's Food Council. It hosted a first stakeholder consultation in early December and we plan to hold another event in a few months' time before publishing the strategy towards the end of 2022. We already realise that the new strategy will change the way we operate, helping us to be more proactive (from reacting to need to finding ways of addressing the causes of need); work more effectively with other organizations; and generate and use data better to inform policy makers, both locally and nationally.

We have always worked closely with our local authority, Hartlepool Borough Council. This last year we have continued helping the Council deliver food relief for which additional Government funding was provided to ameliorate poverty during the pandemic and we look forward to contributing to its review of services to the most vulnerable in our town. The Food Council has given for improving communications and developing stronger relationships for the better coordination of food aid, focussing on reducing wastage and improving nutrition as well as providing emergency relief.

Thanks are due to my fellow trustees, especially vice chair and assistant treasurer Susan Atkinson the importance of whose support applying for and monitoring funding from charities and trusts cannot be overstated; and our treasurer Angela Carrick who also provides payroll services at the same time as carrying out her own full-time job. We are looking to strengthen the Board of Trustees to help lead the foodbank through the developments of the next few years. I am interested to hear from any individuals who might consider contributing in this way by joining us.

I am also grateful to many individuals, businesses and charitable trusts, as well as the Council, for their financial support. Our sources of funds are listed in Appendix 1 to this Annual Report. I am especially grateful to those who have committed to

regular giving, giving us some confidence in financial sustainability over the next few years.

Our three employees, Lisa Lavender and Teagan Burns, now joined by Paul Anderson, are all capable, hard-working and dedicated. Together with our corps of volunteers they are the essential heart of our operation. As well as our employees and volunteers, I would like to thank Mrs. Josie Watson who continues to let us use 28 Church Street rent free, the owners and managers of Middleton Grange for providing us premises free of charge and Clive Rathbone, our pro bono auditor.

To all our supporters, employees, volunteers and funders, thank you very much for your generosity, your commitment and your love of the individuals and families in difficulties that we serve. I look forward, with all your contributions, to us continuing and developing this work in 2022. And I thank God for it all.

Yours sincerely,

A handwritten signature in blue ink that reads "Andrew Craig".

Rev'd Dr Andrew Craig  
Chair of Trustees

## **Hartlepool Foodbank Coordinator's Annual Report**

### **Summary**

At the beginning of 2021 we continued with our support of delivering food parcels to those in need. We re-opened the doors in June for face-to-face contact. With some diligence and care we have managed to remain open for clients to come into the building. At the moment we continue to make deliveries to those who have Covid-19 and we will continue to do this until it is no longer needed. We are also continuing with the 7-day parcels for those in isolation due to Covid-19.

It was a joy to have face to face contact once again and give those who need us the opportunity to receive our full service. This also enables us to give more effective sign posting where needed or just a listening ear.

We continue to work well with our partner agencies and look forward to the future. We continue to have strong links within the food network across Hartlepool and enjoy being part of the Food Council. This has been running for a year now. It keeps all of the food providers in touch and enables collaborative working.

A special thank you to Julie Colin, the Coordinator of the food council, for all her hard work and support.

### **Personnel**

This last year we welcomed in a new member of staff, Paul Anderson. Paul has joined the team as part of a job share with Teagan Burns as Deputy Coordinator. Paul manages the warehouse and takes care of the logistics amongst many other things. He is an asset to the team.

Teagan is concentrating on our Hands Up for Hartlepool premises and is working with partner agencies. This space continues to be available for agencies to come in and be available for drop-ins or arrange for their own scheduled appointments. Louise Sawyer, a volunteer, assisted with the work of the Deputy Coordinator while we were awaiting the appointment to the post. For this she was paid an honorarium. Thank-you Louise for your help.

Our volunteers continue to be loyal and faithful in their roles within the foodbank. They carry a passion in all that they do. We cannot thank them enough for their hard work and commitment to us. We have recently welcomed new volunteers and hope they enjoy being part of the Foodbank Family.

It was a joy to be able to celebrate our volunteers with a summer BBQ and Christmas Pie 'n' Peas Quiz night.

Thank you, Our Fabulous Volunteers!

It was also a time to say farewell to Peter and Jackie Buckle. Peter and Jackie have been with the foodbank since it first opened in 2012. They supported the work of the warehouse every Tuesday and Friday including doing some of the supermarket collections. Peter's skills included assisting with odd jobs around the warehouse and sharing his knowledge as an electrician. Both Peter and Jackie were hands-on when it came to stock taking amongst the other duties required in the effective running of the warehouse.

It has been a joy to have been blessed with Peter and Jackie over the last 9 years.

### **Training**

During the year volunteers received training in First Aid, Loan Shark Awareness, Loneliness and life after the pandemic.

New staff were trained in Safeguarding procedures and also dealing with those with No Recourse to Public Funding.

### **Donations and Distribution**

The Community of Hartlepool continue to be generous and faithful in their giving, both with monetary and food donations.

Some highlights include:

- Local football club
- Mecca Bingo providing sweet hampers at Christmas
- 18<sup>th</sup> Hartlepool Scouts – A joy to visit and receive a generous donation
- Individual donations
- Continued milk supply from Embleton Dairy
- Fresh Bread from Warburton
- Foresters Financial – providing savory hampers at Christmas

Our continued indebted thanks go to all who continue to give so generously. I cannot name you all, but your support is valued and precious to those we help.

I would like to honour Gill Barrett who tirelessly provides us with extra bread from the Food Network.

Gill, you are a star! Thank you.

As in previous years we have continued to distribute bulk donations. This has included a small supply of food parcels to the Food Network for key partner agencies to access out of hours, this is working well and means that agencies can access a parcel at any time. Our 7-day parcel provision continues for those who are isolating.

During 2021 we provided the following:

- 118,742 meals
- 1976 vouchers processed
- 3752 people, of which 1178 were children, supported with food parcels.

This was a slight increase from last year which saw 3,714 people supported.

There are many and varied reasons why we are needed but last year our top 3 reasons were Low Income, Debt and Benefit Changes.

### **Christmas**

We saw yet another bountiful December with 9 tonnes of food and toiletries donated. This was alongside another huge support from Mecca Bingo and Foresters Financial.

Michelle's team at Mecca provided a wonderful donation of sweet hampers, this went above and beyond their goal. Savoury hampers were provided by Rebecca Gray from Foresters Financial. A tremendous amount of effort went into these hampers from both businesses.

Again, a big thank you for your support and kindness.

### **Partnerships**

Our partnerships continue to grow and strengthen. This has been enhanced since we became part of the Food Council. We are beginning the journey of learning to think differently about the provision of food, looking at the wider issues surrounding this and how we can become more effective at supporting the need.

We currently have around 80 referral agencies. Our main referrers are:

- Local Welfare Support
- CAB
- Advice @ Hart
- START

This year we received finance to provide 333 food parcels as part of the Government funding. These parcels were divided between 2 agencies on top of our normal provision to enable them to help without the need for a voucher. This will be completed at the end of March.

### **A new Van**

We were privileged to be able to purchase a new van using money received in 2020. The van was only 18 months old. We were able to afford this due to the generous price we received in part exchange for our old van. This was a real highlight for us this last year.

### **Hands Up for Hartlepool (HUFH) – Progress thus far.**

HUFH has had a slow uptake with agencies and the public but Teagan has worked hard to build links with previous and new agencies. The space was opened in 2020 but its popularity was hindered by the pandemic. We hope to see that change over the coming weeks.

Advice @ Hart have a regular time slot and we look forward to Age UK coming into the space. Age UK have shown a good level of interest and have made arrangements to attend over the next few months to see how it goes for them. In the near future, we are to be a school uniform distribution point for the local council and are hoping that a member from the Community Nursing Team and Cornerstone will get on board and use the space.

The space has potential to be used for training and Teagan will liaise with the relevant agencies. A meter is due to be installed and we hope to offer free WI-FI shortly.

### **Supermarkets**

Our continued thanks to our Partner Supermarkets and those who have a permanent collection point in aid of Hartlepool Foodbank:

- Asda
- Morrisons
- Sainsburys – Murray Street, Seaton Lane and Middle Warren
- Spar
- One Stop
- Tesco and Tesco Extra

Donations from supermarkets in 2021 totaled 24.5 tonnes

### **Warehouse**

Our thanks and appreciation go to Mark Rycroft and his team at Middleton Grange for their continued support, providing our warehouse and Hands up for Hartlepool space.

### **Future Plans**

Over the next few years, we hope to see the face of foodbank change. With the support of Trussell Trust, plans are afoot to work with their strategy *Together for Change*. This has begun by teaming with Hartlepower, assisting and working with us on our strategy.

The Trussell Trust's mission is to end hunger and the need for foodbanks in the UK. This will not change overnight and requires time and effort to ensure the wider needs of those who come to us are being met. By the end of this year, we hope to have the strategy in place and be in a position assist more effectively with the wider needs.

The foodbank will be here for as long as is needed but the hope is that people will, one day, have enough resources to make their own choices and decisions about their circumstances.





## Financial Report

The accounts are unaudited. The independent examiner's report on the 2020 accounts is given in Appendix IV (the 2021 accounts will be examined later in the year).

Many thanks are due to our independent examiner, Clive Rathbone, for contributing to the work of the foodbank by carrying out the independent examination of the accounts without payment.

### Income 2021

Description	Note	Unrestricted funds £	Restricted funds £	Total funds £	2022 budget £
Private donations		24,481.36	0.00	24,481.36	25,000.00
Church donations		505.00	0.00	505.00	1,000.00
Corporate donations	1	25,810.29	0.00	25,810.29	26,000.00
Grant funding	2	4,716.40	49,109.34	53,825.74	20,000.00
Gift aid tax recovered		1,867.48	0.00	1,867.48	1,500.00
Restricted Grants received (Budget)		0.00	0.00	0.00	33,337.00
Total receipts		57,380.53	49,109.34	106,489.87	106,837.00

## Expenditure 2021

Description	Note	Unrestricted funds £	Restricted funds £	Total funds £	2022 budget £
<b>Premises</b>					
Premises maintenance, repairs & alterations		3,358.16	0.00	3,358.16	3,500.00
Premises insurances & rates		1,577.97	0.00	1,577.97	1,500.00
Utilities		1,903.93	0.00	1,903.93	2,500.00
Equipment		3,675.71	0.00	3,675.71	2,000.00
Middleton Grange Project		0.00	1,130.47	1,130.47	1,870.00
<b>Running Expenses</b>					
Subscriptions		6,243.51	6,000.00	12,243.51	18,000.00
Telephone & Broadband		537.05	0.00	537.05	600.00
Office Supplies		1,459.18	0.00	1,459.18	1,200.00
Food Purchases		5,374.53	0.00	5,374.53	7,000.00
Transport		3,046.96	0.00	3,046.96	3,000.00
Depreciation		3,149.80	0.00	3,149.80	6,300.00
<b>Volunteers</b>					
Volunteers Training		525.00	0.00	525.00	500.00
Expenses	3	1,382.31	0.00	1,382.31	1,000.00
Hospitality	4	668.99	0.00	668.59	700.00
Employee Costs		32,034.75	15,453.69	47,488.44	48,191.00
<b>Total payments</b>		64,937.45	25,589.20	90,526.65	104,861.00

## Balance Sheet as at 31/12/2021

Description	Notes	2021 £	2020 £
<b>Assets</b>			
Fixed assets		15,749.00	0.00
Foodbank a/c		86,338.72	134,970.16
Deposit a/c		50,000.00	0.00
Debtors		418.25	464.55
<b>Total Assets</b>		<b>136,756.97</b>	<b>135,434.71</b>
<b>Liabilities</b>			
Creditors (falling due within 1 year)	5	2,169.08	1,061.04
<b>Total Liabilities</b>		<b>2,169.08</b>	<b>1,061.04</b>
Net current assets (Total assets less current liabilities)		150,336.89	134,373.67
Creditors (falling due after 1 year)		0.00	0.00
<b>Total Net Assets</b>		<b>150,336.89</b>	<b>134,373.67</b>
<b>Funds</b>			
Unrestricted		116,999.92	114,556.85
Restricted	6	33,336.97	19,816.82
Endowment		0.00	0.00
<b>Total Funds</b>		<b>150,336.89</b>	<b>134,373.67</b>

The notes to the account can be found in Appendix I

The main contributions are from employers, corporate donors and charitable trusts and these are listed in Appendix I. The Foodbank's trustees, partners, employees, and volunteers are very grateful to all the individuals and organizations that have

provided financial support. We try to acknowledge all gifts over £100 (for corporations) and £50 (for individuals and churches) by letter, providing we have the necessary contact details.

For individuals who are income taxpayers, we would also be able to claim your income tax back on donations you made if you endorsed a declaration form\* including your address and postcode. The treasurer would be very pleased to hear from any individual or organization where a donation has not been acknowledged, or you have not signed a Gift Aid declaration. To donate please see the website.

Grant funding enables us to continue to run our services and pay the staff. In 2021 we were fortunate to be the recipients of a major grant towards the future development of the Foodbank.

\*Download a form from the website or contact the treasurer on [angela.carrick@vishay.com](mailto:angela.carrick@vishay.com).

## Appendix I: Notes to the Accounts

	Donor over £500.00	Amount £	Restricted to:
1	Tesco (via Trussell Trust)	673.41	
	Hart Biologicals	600.00	
	Hartlepool Borough Council	1000.00	
	Hartlepool Borough Council Covid support	2500.00	
	Teesside Philanthropic Trust	2350.00	
	Making a difference locally	944.58	
	Asda (via Trussell Trust)	2843.25	
	L Bassam	1000.00	
	Cubic Staff	849.80	
	Premier League Football	500.00	
	Karbon Homes	1000.00	
	Trussell Trust TTU	848.18	
	H M Thornton	650.00	
	Friends in Greatham	540.00	
	Neighbourly Sainsburys	2000.00	
	BM Software	500.00	
	Tanglewood Games	500.00	
	<b>Total</b>	<b>30299.22</b>	
	Grants	Amount	Restricted to:
2	Asda Foundation Salaries	18,109.34	Staff salaries
	Asda Foundation Unrestricted	2,715.50	
	Sherburn House	3,000.00	Staff salaries
	Trussell Trust Strategic Resources	18,000.00	Resource Planning
	Hartlepool Borough Council	10,000.00	Family Support
	<b>Total</b>	<b>51,824.84</b>	

3	Includes cost of volunteer refreshments																																																																	
4	Includes Christmas party and BBQ for volunteers																																																																	
5	Utility and maintenance/Telephone accruals paid in 2022 and PAYE																																																																	
6	<table><tr><th>Description</th><th>£ Carried over from previous year (2020)</th><th>£ Restricted grants received</th><th>£ Spent during 2021</th><th>£ Restricted reserve at year end</th></tr><tr><td>Asda Foundation Salaries (Co-ordinator)</td><td>5,538.11</td><td>8,556.37</td><td>7,677.20</td><td></td></tr><tr><td></td><td>6,417.28</td><td></td><td></td><td></td></tr><tr><td>Asda Foundation Salaries (Deputy Co-ordinator)</td><td>0</td><td>9,552.97</td><td>4,776.49</td><td></td></tr><tr><td></td><td>4,776.49</td><td></td><td></td><td></td></tr><tr><td>Asda Foundation Middleton Grange</td><td>1,278.71</td><td>0</td><td>0</td><td>1,278.71</td></tr><tr><td>CDCF Post Covid Costs HUFH</td><td>3,000.00</td><td>0</td><td>1,130.47</td><td>1,869.53</td></tr><tr><td>Allocated Van Fund (Internal Allocation 2020)</td><td>0</td><td>10,000.00</td><td>0</td><td>10,000.00</td></tr><tr><td></td><td>0</td><td></td><td></td><td></td></tr><tr><td>Sherburn House Salaries</td><td>0</td><td>3,000.00</td><td>3,000.00</td><td>0</td></tr><tr><td>Trussell Trust Strategic Resources</td><td>0</td><td>18,000.00</td><td>6,000.00</td><td>12,000.00</td></tr><tr><td>HBC Family Support</td><td>0</td><td>10,000.00</td><td>3,005.04</td><td>6,994.96</td></tr><tr><td><b>Total restricted funds</b></td><td><b>19,816.82</b></td><td><b>49,109.34</b></td><td><b>35,589.20</b></td><td><b>33,336.97</b></td></tr></table>	Description	£ Carried over from previous year (2020)	£ Restricted grants received	£ Spent during 2021	£ Restricted reserve at year end	Asda Foundation Salaries (Co-ordinator)	5,538.11	8,556.37	7,677.20			6,417.28				Asda Foundation Salaries (Deputy Co-ordinator)	0	9,552.97	4,776.49			4,776.49				Asda Foundation Middleton Grange	1,278.71	0	0	1,278.71	CDCF Post Covid Costs HUFH	3,000.00	0	1,130.47	1,869.53	Allocated Van Fund (Internal Allocation 2020)	0	10,000.00	0	10,000.00		0				Sherburn House Salaries	0	3,000.00	3,000.00	0	Trussell Trust Strategic Resources	0	18,000.00	6,000.00	12,000.00	HBC Family Support	0	10,000.00	3,005.04	6,994.96	<b>Total restricted funds</b>	<b>19,816.82</b>	<b>49,109.34</b>	<b>35,589.20</b>	<b>33,336.97</b>
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## **Appendix II: Registration Details**

### **Hartlepool Foodbank CIO**

Hartlepool Foodbank is registered with the Charity Commission as a Charitable Incorporated Organization (CIO)(Charity Number 1152046).

**Address:** 28 Church Street, Hartlepool TS24 7DH; telephone 01429 598404;  
**Website:** [www.hartlepool.foodbank.org.uk](http://www.hartlepool.foodbank.org.uk)

Its **Objects** are:

The relief and prevention of poverty for persons in Hartlepool who are in a condition of need, hardship or distress ('Beneficiaries') in such ways as the Trustees think fit, in particular but not exclusively by:

- A) Supplying food packages to beneficiaries
- B) Such other means, including (but not limited to) the provision of support and advice.

The **Trustees** are:

Rev'd Dr Andrew Craig - Chair of Trustees  
Mrs Angela Carrick – Treasurer  
Ms Finola Andelic – Secretary  
Mrs Susan Atkinson  
Mr Barry Lewis  
Mrs Pauline Screeton  
Mr Colin Reid  
Ms Abigail Knowles





## **Appendix III: Member Churches**

Church of the Nazarene  
Grace Church  
  
Grange Road Methodist Church  
Headland Baptist Church  
New Life Fellowship  
Owton Manor Baptist Church  
Oxford Road Baptist Church  
St Aidan's Church  
St George's URC  
St Hilda's Church  
St John the Baptist Church, Greatham  
St John Vianney RC Church  
St Joseph's RC Church  
St Lukes Church  
St Mary Magdalene Church, Hart  
St Mary's RC Church  
St Oswald's Church  
St Patrick's RC Church  
St Paul's Church  
St Peters Church, Elwick  
Stranton Church

In order to become a member of foodbank, a Church should:

- Worship regularly within the Borough boundary of Hartlepool
- Subscribe to a Trinitarian belief about God as articulated in the ancient (Athanasian and Apostle's) creeds of the Church

Provide the trustees with names and contact details of at least one, and preferably two, members of the church as well as of the minister responsible for the church, these members having been given authority to represent their church at a General Meeting of the Foodbank

## **Appendix IV: Examiners Report**

**EXAMINER'S REPORT**

Independent examiner's report to the trustees of the Hartlepool Food Bank CIO

I report on the accounts of the Community Interest Organisation for the year ended 31<sup>st</sup> December 2020, which are set out on pages 1 - 4

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

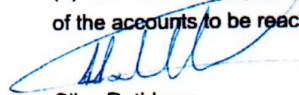
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Clive Rathbone  
59 Claremont Drive,  
Hartlepool, TS26 9PE  
Dated: 14/11/2021



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## **Chairman's Letter**

2021 was another year without parallel in the life of Hartlepool's foodbank. Our operations have slowly started returning to "normal" after many changes to comply with regulations needed to reduce the spread of Covid 19. However, we remain cautious, especially in our front, client-facing operation where we continue to take precautions. We have continued to deliver some food relief to clients' doors where families have to be isolated, although by the end of the year we were mostly able to meet our clients personally at 28 Church Street. Food parcels have been augmented with some extra provisions, including bread and fresh fruit & vegetables directed to us by the Food Network, "veggie boxes" from the Vegetarian Society – and fresh milk and dairy products from Embleton Dairies. Many thanks to all of these on behalf of our clients!

The Foodbank is a franchisee of the Trussell Trust, a nation-wide charity that is connected with more than 400 foodbanks, operating from around 1200 centres. In 2020 Trussell Trust published its 5-year strategy Together for Change with the vision of creating the conditions under which foodbanks would no longer be needed. Hartlepool Foodbank applied for, and was granted, funding from Trussell Trust to develop its own 5-year strategy. We chose Hartlepower to be our delivery partner, building on work Hartlepower has already done facilitating Hartlepool's Food Council. It hosted a first stakeholder consultation in early December and we plan to hold another event in a few months' time before publishing the strategy towards the end of 2022. We already realise that the new strategy will change the way we operate, helping us to be more proactive (from reacting to need to finding ways of addressing the causes of need); work more effectively with other organizations; and generate and use data better to inform policy makers, both locally and nationally.

We have always worked closely with our local authority, Hartlepool Borough Council. This last year we have continued helping the Council deliver food relief for which additional Government funding was provided to ameliorate poverty during the pandemic and we look forward to contributing to its review of services to the most vulnerable in our town. The Food Council has given for improving communications and developing stronger relationships for the better coordination of food aid, focussing on reducing wastage and improving nutrition as well as providing emergency relief.

Thanks are due to my fellow trustees, especially vice chair and assistant treasurer Susan Atkinson the importance of whose support applying for and monitoring funding from charities and trusts cannot be overstated; and our treasurer Angela Carrick who also provides payroll services at the same time as carrying out her own full-time job. We are looking to strengthen the Board of Trustees to help lead the foodbank through the developments of the next few years. I am interested to hear from any individuals who might consider contributing in this way by joining us.

I am also grateful to many individuals, businesses and charitable trusts, as well as the Council, for their financial support. Our sources of funds are listed in Appendix 1 to this Annual Report. I am especially grateful to those who have committed to

regular giving, giving us some confidence in financial sustainability over the next few years.

Our three employees, Lisa Lavender and Teagan Burns, now joined by Paul Anderson, are all capable, hard-working and dedicated. Together with our corps of volunteers they are the essential heart of our operation. As well as our employees and volunteers, I would like to thank Mrs. Josie Watson who continues to let us use 28 Church Street rent free, the owners and managers of Middleton Grange for providing us premises free of charge and Clive Rathbone, our pro bono auditor.

To all our supporters, employees, volunteers and funders, thank you very much for your generosity, your commitment and your love of the individuals and families in difficulties that we serve. I look forward, with all your contributions, to us continuing and developing this work in 2022. And I thank God for it all.

Yours sincerely,

A handwritten signature in blue ink that reads "Andrew Craig".

Rev'd Dr Andrew Craig  
Chair of Trustees

## **Hartlepool Foodbank Coordinator's Annual Report**

### **Summary**

At the beginning of 2021 we continued with our support of delivering food parcels to those in need. We re-opened the doors in June for face-to-face contact. With some diligence and care we have managed to remain open for clients to come into the building. At the moment we continue to make deliveries to those who have Covid-19 and we will continue to do this until it is no longer needed. We are also continuing with the 7-day parcels for those in isolation due to Covid-19.

It was a joy to have face to face contact once again and give those who need us the opportunity to receive our full service. This also enables us to give more effective sign posting where needed or just a listening ear.

We continue to work well with our partner agencies and look forward to the future. We continue to have strong links within the food network across Hartlepool and enjoy being part of the Food Council. This has been running for a year now. It keeps all of the food providers in touch and enables collaborative working.

A special thank you to Julie Colin, the Coordinator of the food council, for all her hard work and support.

### **Personnel**

This last year we welcomed in a new member of staff, Paul Anderson. Paul has joined the team as part of a job share with Teagan Burns as Deputy Coordinator. Paul manages the warehouse and takes care of the logistics amongst many other things. He is an asset to the team.

Teagan is concentrating on our Hands Up for Hartlepool premises and is working with partner agencies. This space continues to be available for agencies to come in and be available for drop-ins or arrange for their own scheduled appointments. Louise Sawyer, a volunteer, assisted with the work of the Deputy Coordinator while we were awaiting the appointment to the post. For this she was paid an honorarium. Thank-you Louise for your help.

Our volunteers continue to be loyal and faithful in their roles within the foodbank. They carry a passion in all that they do. We cannot thank them enough for their hard work and commitment to us. We have recently welcomed new volunteers and hope they enjoy being part of the Foodbank Family.

It was a joy to be able to celebrate our volunteers with a summer BBQ and Christmas Pie 'n' Peas Quiz night.

Thank you, Our Fabulous Volunteers!



It was also a time to say farewell to Peter and Jackie Buckle. Peter and Jackie have been with the foodbank since it first opened in 2012. They supported the work of the warehouse every Tuesday and Friday including doing some of the supermarket collections. Peter's skills included assisting with odd jobs around the warehouse and sharing his knowledge as an electrician. Both Peter and Jackie were hands-on when it came to stock taking amongst the other duties required in the effective running of the warehouse.

It has been a joy to have been blessed with Peter and Jackie over the last 9 years.

### **Training**

During the year volunteers received training in First Aid, Loan Shark Awareness, Loneliness and life after the pandemic.

New staff were trained in Safeguarding procedures and also dealing with those with No Recourse to Public Funding.

### **Donations and Distribution**

The Community of Hartlepool continue to be generous and faithful in their giving, both with monetary and food donations.

Some highlights include:

- Local football club
- Mecca Bingo providing sweet hampers at Christmas
- 18<sup>th</sup> Hartlepool Scouts – A joy to visit and receive a generous donation
- Individual donations
- Continued milk supply from Embleton Dairy
- Fresh Bread from Warburton
- Foresters Financial – providing savory hampers at Christmas

Our continued indebted thanks go to all who continue to give so generously. I cannot name you all, but your support is valued and precious to those we help.

I would like to honour Gill Barrett who tirelessly provides us with extra bread from the Food Network.

Gill, you are a star! Thank you.

As in previous years we have continued to distribute bulk donations. This has included a small supply of food parcels to the Food Network for key partner agencies to access out of hours, this is working well and means that agencies can access a parcel at any time. Our 7-day parcel provision continues for those who are isolating.

During 2021 we provided the following:

- 118,742 meals
- 1976 vouchers processed
- 3752 people, of which 1178 were children, supported with food parcels.

This was a slight increase from last year which saw 3,714 people supported.

There are many and varied reasons why we are needed but last year our top 3 reasons were Low Income, Debt and Benefit Changes.

### **Christmas**

We saw yet another bountiful December with 9 tonnes of food and toiletries donated. This was alongside another huge support from Mecca Bingo and Foresters Financial.

Michelle's team at Mecca provided a wonderful donation of sweet hampers, this went above and beyond their goal. Savoury hampers were provided by Rebecca Gray from Foresters Financial. A tremendous amount of effort went into these hampers from both businesses.

Again, a big thank you for your support and kindness.

### **Partnerships**

Our partnerships continue to grow and strengthen. This has been enhanced since we became part of the Food Council. We are beginning the journey of learning to think differently about the provision of food, looking at the wider issues surrounding this and how we can become more effective at supporting the need.

We currently have around 80 referral agencies. Our main referrers are:

- Local Welfare Support
- CAB
- Advice @ Hart
- START

This year we received finance to provide 333 food parcels as part of the Government funding. These parcels were divided between 2 agencies on top of our normal provision to enable them to help without the need for a voucher. This will be completed at the end of March.

### **A new Van**

We were privileged to be able to purchase a new van using money received in 2020. The van was only 18 months old. We were able to afford this due to the generous price we received in part exchange for our old van. This was a real highlight for us this last year.

### **Hands Up for Hartlepool (HUFH) – Progress thus far.**

HUFH has had a slow uptake with agencies and the public but Teagan has worked hard to build links with previous and new agencies. The space was opened in 2020 but its popularity was hindered by the pandemic. We hope to see that change over the coming weeks.

Advice @ Hart have a regular time slot and we look forward to Age UK coming into the space. Age UK have shown a good level of interest and have made arrangements to attend over the next few months to see how it goes for them. In the near future, we are to be a school uniform distribution point for the local council and are hoping that a member from the Community Nursing Team and Cornerstone will get on board and use the space.

The space has potential to be used for training and Teagan will liaise with the relevant agencies. A meter is due to be installed and we hope to offer free WI-FI shortly.

### **Supermarkets**

Our continued thanks to our Partner Supermarkets and those who have a permanent collection point in aid of Hartlepool Foodbank:

- Asda
- Morrisons
- Sainsburys – Murray Street, Seaton Lane and Middle Warren
- Spar
- One Stop
- Tesco and Tesco Extra

Donations from supermarkets in 2021 totaled 24.5 tonnes

### **Warehouse**

Our thanks and appreciation go to Mark Rycroft and his team at Middleton Grange for their continued support, providing our warehouse and Hands up for Hartlepool space.

### **Future Plans**

Over the next few years, we hope to see the face of foodbank change. With the support of Trussell Trust, plans are afoot to work with their strategy *Together for Change*. This has begun by teaming with Hartlepower, assisting and working with us on our strategy.

The Trussell Trust's mission is to end hunger and the need for foodbanks in the UK. This will not change overnight and requires time and effort to ensure the wider needs of those who come to us are being met. By the end of this year, we hope to have the strategy in place and be in a position assist more effectively with the wider needs.

The foodbank will be here for as long as is needed but the hope is that people will, one day, have enough resources to make their own choices and decisions about their circumstances.



## Financial Report

The accounts are unaudited. The independent examiner's report on the 2020 accounts is given in Appendix IV (the 2021 accounts will be examined later in the year).

Many thanks are due to our independent examiner, Clive Rathbone, for contributing to the work of the foodbank by carrying out the independent examination of the accounts without payment.

### Income 2021

Description	Note	Unrestricted funds £	Restricted funds £	Total funds £	2022 budget £
Private donations		24,481.36	0.00	24,481.36	25,000.00
Church donations		505.00	0.00	505.00	1,000.00
Corporate donations	1	25,810.29	0.00	25,810.29	26,000.00
Grant funding	2	4,716.40	49,109.34	53,825.74	20,000.00
Gift aid tax recovered		1,867.48	0.00	1,867.48	1,500.00
Restricted Grants received (Budget)		0.00	0.00	0.00	33,337.00
Total receipts		57,380.53	49,109.34	106,489.87	106,837.00

## Expenditure 2021

Description	Note	Unrestricted funds £	Restricted funds £	Total funds £	2022 budget £
<b>Premises</b>					
Premises maintenance, repairs & alterations		3,358.16	0.00	3,358.16	3,500.00
Premises insurances & rates		1,577.97	0.00	1,577.97	1,500.00
Utilities		1,903.93	0.00	1,903.93	2,500.00
Equipment		3,675.71	0.00	3,675.71	2,000.00
Middleton Grange Project		0.00	1,130.47	1,130.47	1,870.00
<b>Running Expenses</b>					
Subscriptions		6,243.51	6,000.00	12,243.51	18,000.00
Telephone & Broadband		537.05	0.00	537.05	600.00
Office Supplies		1,459.18	0.00	1,459.18	1,200.00
Food Purchases		5,374.53	0.00	5,374.53	7,000.00
Transport		3,046.96	0.00	3,046.96	3,000.00
Depreciation		3,149.80	0.00	3,149.80	6,300.00
<b>Volunteers</b>					
Volunteers Training		525.00	0.00	525.00	500.00
Expenses	3	1,382.31	0.00	1,382.31	1,000.00
Hospitality	4	668.99	0.00	668.59	700.00
Employee Costs		32,034.75	15,453.69	47,488.44	48,191.00
<b>Total payments</b>		64,937.45	25,589.20	90,526.65	104,861.00

## Balance Sheet as at 31/12/2021

Description	Notes	2021 £	2020 £
<b>Assets</b>			
Fixed assets		15,749.00	0.00
Foodbank a/c		86,338.72	134,970.16
Deposit a/c		50,000.00	0.00
Debtors		418.25	464.55
<b>Total Assets</b>		<b>136,756.97</b>	<b>135,434.71</b>
<b>Liabilities</b>			
Creditors (falling due within 1 year)	5	2,169.08	1,061.04
<b>Total Liabilities</b>		<b>2,169.08</b>	<b>1,061.04</b>
Net current assets (Total assets less current liabilities)		150,336.89	134,373.67
Creditors (falling due after 1 year)		0.00	0.00
<b>Total Net Assets</b>		<b>150,336.89</b>	<b>134,373.67</b>
<b>Funds</b>			
Unrestricted		116,999.92	114,556.85
Restricted	6	33,336.97	19,816.82
Endowment		0.00	0.00
<b>Total Funds</b>		<b>150,336.89</b>	<b>134,373.67</b>

The notes to the account can be found in Appendix I

The main contributions are from employers, corporate donors and charitable trusts and these are listed in Appendix I. The Foodbank's trustees, partners, employees, and volunteers are very grateful to all the individuals and organizations that have

provided financial support. We try to acknowledge all gifts over £100 (for corporations) and £50 (for individuals and churches) by letter, providing we have the necessary contact details.

For individuals who are income taxpayers, we would also be able to claim your income tax back on donations you made if you endorsed a declaration form\* including your address and postcode. The treasurer would be very pleased to hear from any individual or organization where a donation has not been acknowledged, or you have not signed a Gift Aid declaration. To donate please see the website.

Grant funding enables us to continue to run our services and pay the staff. In 2021 we were fortunate to be the recipients of a major grant towards the future development of the Foodbank.

\*Download a form from the website or contact the treasurer on [angela.carrick@vishay.com](mailto:angela.carrick@vishay.com).



## Appendix I: Notes to the Accounts

	Donor over £500.00	Amount £	Restricted to:
1	Tesco (via Trussell Trust)	673.41	
	Hart Biologicals	600.00	
	Hartlepool Borough Council	1000.00	
	Hartlepool Borough Council Covid support	2500.00	
	Teesside Philanthropic Trust	2350.00	
	Making a difference locally	944.58	
	Asda (via Trussell Trust)	2843.25	
	L Bassam	1000.00	
	Cubic Staff	849.80	
	Premier League Football	500.00	
	Karbon Homes	1000.00	
	Trussell Trust TTU	848.18	
	H M Thornton	650.00	
	Friends in Greatham	540.00	
	Neighbourly Sainsburys	2000.00	
	BM Software	500.00	
	Tanglewood Games	500.00	
	<b>Total</b>	<b>30299.22</b>	
	Grants	Amount	Restricted to:
2	Asda Foundation Salaries	18,109.34	Staff salaries
	Asda Foundation Unrestricted	2,715.50	
	Sherburn House	3,000.00	Staff salaries
	Trussell Trust Strategic Resources	18,000.00	Resource Planning
	Hartlepool Borough Council	10,000.00	Family Support
	<b>Total</b>	<b>51,824.84</b>	

3	Includes cost of volunteer refreshments																																																																	
4	Includes Christmas party and BBQ for volunteers																																																																	
5	Utility and maintenance/Telephone accruals paid in 2022 and PAYE																																																																	
6	<table><tr><th>Description</th><th>£ Carried over from previous year (2020)</th><th>£ Restricted grants received</th><th>£ Spent during 2021</th><th>£ Restricted reserve at year end</th></tr><tr><td>Asda Foundation Salaries (Co-ordinator)</td><td>5,538.11</td><td>8,556.37</td><td>7,677.20</td><td></td></tr><tr><td></td><td>6,417.28</td><td></td><td></td><td></td></tr><tr><td>Asda Foundation Salaries (Deputy Co-ordinator)</td><td>0</td><td>9,552.97</td><td>4,776.49</td><td></td></tr><tr><td></td><td>4,776.49</td><td></td><td></td><td></td></tr><tr><td>Asda Foundation Middleton Grange</td><td>1,278.71</td><td>0</td><td>0</td><td>1,278.71</td></tr><tr><td>CDCF Post Covid Costs HUFH</td><td>3,000.00</td><td>0</td><td>1,130.47</td><td>1,869.53</td></tr><tr><td>Allocated Van Fund (Internal Allocation 2020)</td><td>0</td><td>10,000.00</td><td>0</td><td>10,000.00</td></tr><tr><td></td><td>0</td><td></td><td></td><td></td></tr><tr><td>Sherburn House Salaries</td><td>0</td><td>3,000.00</td><td>3,000.00</td><td>0</td></tr><tr><td>Trussell Trust Strategic Resources</td><td>0</td><td>18,000.00</td><td>6,000.00</td><td>12,000.00</td></tr><tr><td>HBC Family Support</td><td>0</td><td>10,000.00</td><td>3,005.04</td><td>6,994.96</td></tr><tr><td><b>Total restricted funds</b></td><td><b>19,816.82</b></td><td><b>49,109.34</b></td><td><b>35,589.20</b></td><td><b>33,336.97</b></td></tr></table>	Description	£ Carried over from previous year (2020)	£ Restricted grants received	£ Spent during 2021	£ Restricted reserve at year end	Asda Foundation Salaries (Co-ordinator)	5,538.11	8,556.37	7,677.20			6,417.28				Asda Foundation Salaries (Deputy Co-ordinator)	0	9,552.97	4,776.49			4,776.49				Asda Foundation Middleton Grange	1,278.71	0	0	1,278.71	CDCF Post Covid Costs HUFH	3,000.00	0	1,130.47	1,869.53	Allocated Van Fund (Internal Allocation 2020)	0	10,000.00	0	10,000.00		0				Sherburn House Salaries	0	3,000.00	3,000.00	0	Trussell Trust Strategic Resources	0	18,000.00	6,000.00	12,000.00	HBC Family Support	0	10,000.00	3,005.04	6,994.96	<b>Total restricted funds</b>	<b>19,816.82</b>	<b>49,109.34</b>	<b>35,589.20</b>	<b>33,336.97</b>
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## **Appendix II: Registration Details**

### **Hartlepool Foodbank CIO**

Hartlepool Foodbank is registered with the Charity Commission as a Charitable Incorporated Organization (CIO)(Charity Number 1152046).

**Address:** 28 Church Street, Hartlepool TS24 7DH; telephone 01429 598404;  
**Website:** [www.hartlepool.foodbank.org.uk](http://www.hartlepool.foodbank.org.uk)

Its **Objects** are:

The relief and prevention of poverty for persons in Hartlepool who are in a condition of need, hardship or distress ('Beneficiaries') in such ways as the Trustees think fit, in particular but not exclusively by:

- A) Supplying food packages to beneficiaries
- B) Such other means, including (but not limited to) the provision of support and advice.

The **Trustees** are:

Rev'd Dr Andrew Craig - Chair of Trustees  
Mrs Angela Carrick – Treasurer  
Ms Finola Andelic – Secretary  
Mrs Susan Atkinson  
Mr Barry Lewis  
Mrs Pauline Screeton  
Mr Colin Reid  
Ms Abigail Knowles



## **Appendix III: Member Churches**

Church of the Nazarene  
Grace Church  
  
Grange Road Methodist Church  
Headland Baptist Church  
New Life Fellowship  
Owton Manor Baptist Church  
Oxford Road Baptist Church  
St Aidan's Church  
St George's URC  
St Hilda's Church  
St John the Baptist Church, Greatham  
St John Vianney RC Church  
St Joseph's RC Church  
St Lukes Church  
St Mary Magdalene Church, Hart  
St Mary's RC Church  
St Oswald's Church  
St Patrick's RC Church  
St Paul's Church  
St Peters Church, Elwick  
Stranton Church

In order to become a member of foodbank, a Church should:

- Worship regularly within the Borough boundary of Hartlepool
- Subscribe to a Trinitarian belief about God as articulated in the ancient (Athanasian and Apostle's) creeds of the Church

Provide the trustees with names and contact details of at least one, and preferably two, members of the church as well as of the minister responsible for the church, these members having been given authority to represent their church at a General Meeting of the Foodbank

## **Appendix IV: Examiners Report**

**EXAMINER'S REPORT**

Independent examiner's report to the trustees of the Hartlepool Food Bank CIO

I report on the accounts of the Community Interest Organisation for the year ended 31<sup>st</sup> December 2020, which are set out on pages 1 - 4

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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

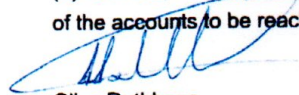
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Clive Rathbone  
59 Claremont Drive,  
Hartlepool, TS26 9PE  
Dated: 14/11/2021



## EXAMINER'S REPORT

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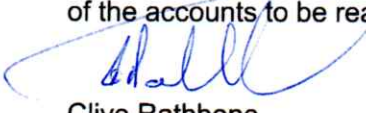
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have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Clive Rathbone  
21 Wolviston Road,  
Hartlepool, TS25 5AP  
Dated: 17/01/2022