



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Date 06	Month 04	Year 2023		Day 05	Month 04	Year 2024

Section A Reference and administration details

Charity name Community Emergency Foodbank

Other names charity is known by CEF

Registered charity number (if any) 1153907

Charity's principal address Rectory Farm House

2 Church Street

Bladon Woodstock

Postcode

OX20 1RS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
2	Mr Adrian White			
3	Mrs Judi Banks			
5	Mrs Sue Wingfield Digby	Chair	Retired September 2023	
6	Ms Claire Lewis			
7	The Rev Clare Hayns	Secretary		
8	Mrs Rebecca Ekins			
10	Mrs Jane Martineau	Chair	Appointed September 2023	CEF Trustees
11	Michael Crofton Briggs		Appointed July 2023	CEF Trustees
12				
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution adopted 23 September 2013

How the charity is constituted
(eg. trust, association, company)

CIO

Trustee selection methods
(eg. appointed by, elected by)

Trustees are appointed or reappointed annually at the Annual General Meeting held in April but may begin or end their Trusteeship at other times as appropriate.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees have a comprehensive risk register which is reviewed annually,

A finance committee was formed in August 2022. It meets three or four times a year prior to each main Trustees' meeting, and reports back to the trustees. It considers issues around budgets, investments etc and brings recommendations to the Board for approval.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Summary of the main achievements of the charity during the year

Annual report for the Community Emergency Foodbank (CEF) 2023/24

I am pleased to report for the year 2023/2024 CEF:

- Has fed in excess of 2871 adults and 1349 children in need.
- Distributed over 70,000 items of food,
- Works with 35 committed volunteers as well as extra help in times of warehouse overload.
- A holiday scheme has helped families whose children receive free school meals, to manage during the school holidays.
- Has established a closer liaison with individuals within referral agencies to discuss and negotiate the food support needed for their clients in the longer term.
- Supported other organisations with food distribution and food donations.
- A 110 mile sponsored walk raised £5,067.00

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To provide emergency non-perishable food to people in Oxford who are struggling financially to put food on the table. All recipients of food parcels have to be referred electronically by statutory or non-statutory organisations working in the city of Oxford. In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The CEF goal is to alleviate hunger in Oxford City and adjacent villages, by seeking and collecting food and distributing it to those in need. We provide food collection points at St Francis Church, on Tuesdays and Fridays 12 noon – 2pm, Barton Community Church on Monday and Wednesday 12 noon and 2pm and Littlemore Baptist Church Thursday 10am to 11.30am. Arrange occasional home deliveries under very special circumstances jointly agreed with the referring agency.

Additional details of objectives and activities (Optional information) You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

What do we want to achieve?

To provide three days nutritionally balanced emergency food-aid for people in crisis identified and referred through an online referral link by frontline workers.

To work with statutory and non-statutory service providers e.g. GPs, Health Visitors, Social Workers, Probation Officers, Citizen's Advice, Clergy, Community Workers etc. – any professionals who are likely to come into contact with people in real need. Referrers are able to refer for a maximum of five visits (further referral needs may be negotiated on an individual basis).

To signpost service users to other agencies appropriate to their needs i.e. Citizens Advice, housing departments, social services, Age Concern, Sure Start, probation services, mental health services, Debt Advisers.

To provide a hot drink and snack and an opportunity to talk to a listening ear in a comfortable setting.

**Section D
Achievements and
performance**

Section E Financial review

Brief statement of the charity's policy on reserves

We hold £29,214 cash in the bank and £317,157.00 in investments, all of which are unrestricted funds. These funds are held to cover a 6-month operating expenditure due to lack of donations and a predicted expenditure of approximately £250,000.00 for the purchase of new premises, likely to be in the next 2-3 years.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

James MacInear

Full name(s)

CHAIR

Position (eg Secretary, Chair, etc)

Date

27.11.2024

Independent Examiner's Report to the Trustees of the Community Emergency Foodbank Charity

I report to the charity trustees on my examination of the accounts of the charity for the year ended 5th April 2024

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name

KAMELIYA HARRISON

Member of ICAEW

Tearle and Carver Ltd

Chandos House

School Lane

Buckingham

MK18 1HD

11/12/2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Community Emergency Food Bank

1133907

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2023

Period end date
05/04/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	68,330	-	-	68,330	80,426
Gift Aid	2,015	-	-	2,015	1,741
Other	250	-	-	250	141
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	70,595	-	-	70,595	82,308
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	70,595	-	-	70,595	82,308
A3 Payments					
Fund raising costs-mailshots	235	-	-	235	329
Direct costs-food	10,931	-	-	10,931	2,017
Rent	2,790	-	-	2,790	2,623
Telephone	300	-	-	300	300
Insurance	1,289	-	-	1,289	1,011
Motor & travel exps	2,663	-	-	2,663	3,805
Contractors	15,765	-	-	15,765	17,284
Repairs	669	-	-	669	6,332
Bank fees	-	-	-	-	480
Professional fees	408	-	-	408	-
Admin exps	1,651	-	-	1,651	1,489
Sub total	38,681	-	-	38,681	35,669
A4 Asset and investment purchases. (see table)					
Assets	-	-	-	-	-
Investments	40,000	-	-	40,000	35,000
Sub total	40,000	-	-	40,000	35,000
Total payments	78,681	-	-	78,681	70,669
Net of receipts/(payments)	6,087	-	-	6,087	11,639
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,301	-	-	35,301	23,662
Cash funds this year end	29,214	-	-	29,214	35,301

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds				
		29,214	-	-
		-	-	-
		-	-	-
	Total cash funds	29,214	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
	Investments	-	-	# 317,157
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use				
	Car	-	-	2,589
	Computer	-	-	190
	Fridge	-	-	176
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities				
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Jane Martineau	JANE MARTINEAU	27.11.24	