



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/09/2020 To 31/08/2021

Charity name: Leek & District Foodbank

Charity registration number: 1153990

Objectives and Activities

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| Summary of the purposes of the charity as set out in its governing document | To relieve persons in Leek and the surrounding areas that are in conditions of need, in such ways as the Trustees from time to time think fit. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | <p>Leek & District Foodbank operates under the guidance and procedures of the Trussell Trust. It complies with the requirements of good practice operated by this organisation.</p> <p>The main activity of the charity is to provide food and other essential items to people in crisis, in the Leek and District.</p> <p>Much changed in the way the Foodbank operated during the pandemic.</p> <p>All Trustee Meetings were held via Zoom. Volunteers wore masks and kept socially distanced.</p> <p>Clients were served at the door rather than enter the Foodbank premises.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | The Trustees are aware of the guidance issued on public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

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| Policy on grant making | <p>The Foodbank has made no grants and at this time has no investments.</p> <p>Leek & District Foodbank is entirely governed and run by volunteers and has no paid employees</p> |
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| Contribution made by volunteers | <p>There were, at the start of the year 36 active volunteers working with the project. This reduced to 21 in the second half of the year due to age and restrictions relating to Covid-19. We are most grateful to them for their commitment to making a difference to those people in our community who find themselves in crisis.</p> |
| Other | <p>In addition to our volunteers, we are also grateful to those organisations and individual who so generously donate food and other items that enable us to meet the needs of our clients. We are similarly grateful to local supermarkets who allow us to collect on their premises and to the referral agencies who work with us to enable hungry people are fed.</p> <p>We are thankful to Churches Together in Leek & District for their continued support and interest in this project.</p> |

Achievements and Performance

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| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | <p>During the period covered by this report Leek & District Foodbank provided food to 1590 people comprising 982 Adults and 608 Children an increase on the number from last year...</p> <p>In this time, we received 32,411 Kg of food with a Trussell Trust nominal value of £56,719.</p> <p>We distributed 36,494 Kg with a value of £63,864.</p> <p>We purchased 2,473 Kg to maintain our ability to distribute food to those in need.</p> <p>This is an increase on the previous year, as a result of the continuing Pandemic.</p> <p>The stock at the year-end was considered, by the Trustees, to be adequate for our ongoing needs.</p> <p>In an area with a population of about 20,000 the requirements for the Foodbank are significant.</p> <p>In addition to food, we also distribute essentials items like nappies and toiletries to those in need.</p> <p>The period covered by this report was hit by the Covid 19 pandemic and this necessitated our operation maintaining protection of volunteers and clients.</p> |
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| | <p>Some volunteers were shielding and isolating at home and remaining completely away from the foodbank.</p> <p>We were still unable to offer hospitality due to Covid.</p> <p>We maintained a delivery system to reach some clients in the outlying areas who were unable to travel to the Foodbank.</p> <p>The increase in demand was able to be met as we received increased support from all our donors notably Morrisons, Sainsburys, Tesco and local manufacturers Cottage Delight and Ornuva Foods.</p> <p>The increased support we have received has left us with a large bank balance. The Trustees agreed to open a deposit account to keep a reserve while they decide how best to use these funds.</p> |
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Financial Review

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| Review of the charity's financial position at the end of the period | The charity held a balance of £106,615 at the end of the period. |
| Amount of reserves held | The charity should maintain a minimum of six months running costs on reserve to cover any identified risks. |
| Reasons for holding zero reserves | N/A |
| Details of fund materially in deficit | None |

Additional information (optional)

You may choose to include further statements where relevant about:

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| The charity's principal sources of funds (including any fundraising) | The charities main source of income is from individual donations and supporters. We have been fortunate to receive substantial donations from local businesses and legacies. |
| Investment policy and objectives including any social investment policy adopted | The Foodbank has no investments |
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| A description of the principal risks facing the charity | Trustees have reviewed the risks to the organisation and at present and these risks are considered to be minimal. Although a formal reserves policy has not yet been adopted the Trustees consider that the current level of reserves of the charity cover any risks identified. |
| Other | |

Structure, Governance and Management

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| Description of charity's trusts: | |
| Type of governing document (trust deed, royal charter) | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Trustee appointment is by invitation of current Trustees |

Additional information (optional)

You may choose to include further statements where relevant about:

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| Policies and procedures adopted for the induction and training of trustees | All Trustees are expected to undertake training on the operation of the Foodbank and the policies and procedures of the Foodbank |
| The charity's organisational structure and any wider network with which the charity works | The administration of the charity from day to day is carried out by the co-ordinator/s who report to and are directed by the Trustees. Leek and District Foodbank operates as a Trussell Trust Foodbank. |

Reference and Administrative details

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| Charity name | Leek & District Foodbank |
|--------------|--------------------------|

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|-----------------------------|---|
| Registered charity number | 1153990 |
| Charity's principal address | Rear of Gateway Church 34 West Street, Leek, ST13 8AA Staffordshire |
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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) |
|---|----------------|--------------------|-----------------------------------|---|
| 1 | John Baughan | Chair | | |
| 2 | Lynne Ball | Petty Cash Officer | | |
| 3 | Barbara Ryan | Minute Secretary | | |
| 4 | Leanne Wallis | | | |
| 5 | Peter Davies | | | |
| 6 | Barbara Baglee | | | |
| 7 | Richard Pope | | | |
| 8 | | | | |

Declarations

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

Signed on behalf of the charity's trustees

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|-------------------------------------|---|---|
| Signature(s) |  |  |
| Full name(s) | John Philip Baughan | Lynne Jeanette Ball |
| Position (eg Secretary, Chair, etc) | Chair | Trustee |
| Date | 20/06/2022 | |

RECEIPTS AND PAYMENTS ACCOUNTS

PERIOD ENDING 31ST AUGUST 2021

| | RESTRICTED FUNDS | UNRESTRICTED FUNDS | TOTAL FUNDS | PREVIOUS YEAR |
|-------------------------|---------------------|-----------------------|-----------------|------------------|
| Balance brought forward | 567.54 | 74597.16 | 75164.70 | 29939.95 |
| <u>Receipts</u> | | | | |
| Grants | 0.00 | 0.00 | 0.00 | 0.00 |
| Donations | 140.00 | 39497.11 | 39637.11 | 54514.72 |
| Interest received | | 65.32 | 65.32 | 0.00 |
| From 05505668 | | 50000.00 | 50000.00 | 0.00 |
| Total Receipts | 140.00 | 89562.43 | 89702.43 | 54514.72 |
| <u>Payments</u> | | | | |
| Trussel Trust | 0.00 | 0.00 | 0.00 | 360.00 |

| | | | | |
|-------------------------|--------|----------|-----------------|---------|
| To Business Account | 0.00 | 50000.00 | 50000.00 | 0.00 |
| Purchase of equipment | 0.00 | 820.83 | 820.83 | 1620.13 |
| Food, nappies etc | 226.53 | 1508.97 | 1735.50 | 871.96 |
| Rent | 0.00 | 4250.00 | 4250.00 | 3200.00 |
| Post, stationery, phone | 0.00 | 706.12 | 706.12 | 901.22 |
| Insurance | 0.00 | 251.96 | 251.96 | 251.96 |
| Travel | 0.00 | 0.00 | 0.00 | 63.00 |
| Sundry purchases | 0.00 | 487.50 | 487.50 | 2021.70 |

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|-----------------------|---------------|-----------------|-----------------|----------------|
| Total Payments | 226.53 | 58025.38 | 58251.91 | 9289.97 |
|-----------------------|---------------|-----------------|-----------------|----------------|

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| Balance carried forward | 481.01 | 106134.21 | 106615.22 | 75164.70 |
|--------------------------------|---------------|------------------|------------------|-----------------|

Represented by

| | | | | |
|-----------------------|--|--|------------------|-----------------|
| Cash at Bank | | | 56431.21 | 74981.63 |
| Petty Cash | | | 118.69 | 183.07 |
| Cash At Business Bank | | | 50065.32 | |
| Total | | | 106615.22 | 75164.70 |



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26th December 2021

Leek & District Foodbank

I Christine Vaughan have performed an independent examination on the bank account and cash account of the Leek & District Foodbank for the year ended 31st August 2021, and can confirm that the receipts and payments account accurately records the financial transactions presented to me.

Signed.....*Christine Vaughan*.....