



Burgess Hill Community Food Bank

Registered Charity Number 1154105
The Spire Café, St John's Church, Lower Church Road, Burgess Hill RH15 9AA
www.burgesshillfoodbank.org.uk
Donations via www.btplc.com/mydonate

Annual Report: January-December 2021

We began 2021 with Management meetings still on Zoom. By the end we had face-to-face meetings, which some found advantageous but made it more difficult for colleagues from Hassocks and Hurstpierpoint to attend.

The food bank was distributing food from 85 Church Walk, and the United Reform Church or Powell House (next door), Hassocks, with deliveries also being made from each as well as in Hurstpierpoint. As Covid began to increase Burgess Hill moved to delivery only for a few months but by the end of the year we had customers collecting as well. With the Burgess Hill Town Council Help Point across the street it was often simpler for customers to collect their voucher on Tuesday/Thursday morning and bring it directly across. Details of our work are summarised in tables below.

We began a trial of offering frozen food as well as the standard food box and this was well received and became part of our normal offering. Through the year we have provided books explaining how to make the best of long-life food.

We have revamped our web-site thanks to the efforts of one of our volunteers/distributors in Hurstpierpoint who has greatly improved its appearance and usefulness.

We have changed one of our bank accounts to the Monmouth Building Society as Nationwide stopped providing the service we needed.

The premises continue to be a great improvement with the exception of a section of rear roof that still leaks water onto an internal wall and prevents our using the room for anything useful.

In March we started to receive a monthly donation of £500 of food from one local company that continues to date. This is a great help as donated food has fallen off due doubtless to the smaller footfall in local shops. We have resorted to buying much more food than hitherto to make up the difference, but we have plenty of funds to support this.

We have continued to offer donated toiletries, cleaning and sanitary materials to customers who visit our premises. We sometimes purchase specific supplies e.g. baby food/nappies to satisfy particular requests.

We have worked with the new Burgess Hill Pantry both in cooperating with food supplies and also referring some regular customers to them with the aim of weaning them off dependence on our services. This has been a concern throughout the year as some seem to rely on their weekly food parcels; we discussed changing back to an emergency service at the end of the year but did not implement it due to the continual hardship felt by some.

At the end of the year we cooperated with the Annual Burgess Hill Christmas Hampers Appeal which this year distributed 300 Christmas Hampers in the area. We also distributed many extra Christmas packages provided by a generous donor.

We submitted a proposed change in Constitution to the Charity Commission to make it easier for us to use money donations. The process is ongoing.

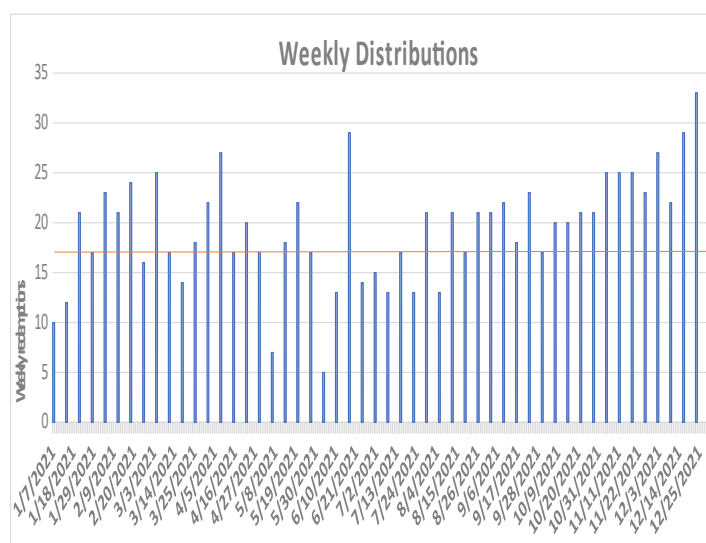
Joe Wilkinson, Chair of Trustees, 29 April 2022

ANALYSIS OF BURGESS HILL COMMUNITY FOOD BANK ACTIVITIES IN 2021

1. The nature and extent of BHCFCB activities

Since the start of the pandemic BHCFCB has been distributing food to clients through a combination of collections from its outlets and deliveries to the client's home. Distributions are normally made against BHCFCB vouchers issued by local organisations, such as the Town Council and West Sussex County Council Children's Services. The amount distributed to a client is based on the number of people in the client's household as specified on the voucher, with pre-teens counting as half an adult or teenager. The standard unit of distribution is a box of sorted foodstuff sufficient to last two adults for three days.

The number of weekly distributions in 2021 are shown in the figure below. The red line is the weekly average of distributions in 2020. During 2021 BHCFCB provided 337 clients with food through a total of 1,020 distributions. This represents an increase in activity over 2020 of some 15%.



In addition to its main outlet in Burgess Hill town centre, BHCFCB distributes through two satellites in Hassocks and Hurstpierpoint. Distributions in Hurstpierpoint are made solely by delivery. Activity during 2020 at each of these three outlets is shown in Table 1.

TABLE 1. KEY DATA ON BHCFCB DISTRIBUTIONS IN 2021

	No. of distributions	Number of persons benefitting*			Boxes Distributed
		Adults/Teens	Pre-teens	Total	
Burgess Hill	736	1,310	500	1,810	1,041
Hassocks	233	346	192	538	302
Hurstpierpoint	51	99	84	183	92
TOTAL	1,020	1,755	776	2,531	1,435

*Note that these numbers refer to each distribution to client households. Thus, if a household comprising 3 adults/teenagers received two distributions, it would have contributed six to the total of adults/teens of 1,310.

2. The relative importance of collections and deliveries

Approximately two-thirds of all 2021 distributions were collected by the client, with one-third delivered to clients who were unable to collect.

TABLE 2. COLLECTIONS AND DELIVERIES ANALYSED BY OUTLET

	Collected	Delivered	Total	Collected	Delivered	Total
	(Distributions)			(% of Distributions)		
Burgess Hill	466	270	736	63.3	36.7	100
Hassocks	202	31	233	86.7	13.3	100
Hurstpierpoint	0	51	51	-	100	100
TOTAL	668	352	1020	65.5	34.5	100

3. Sources of Vouchers

As in 2020, Burgess Hill Town Council's Help Point was by far the largest issuer of vouchers. The main issuers are shown in Table 3.

TABLE 3. MAIN VOUCHER-ISSUING ORGANISATIONS IN 2021

	Number of Vouchers
Burgess Hill Town Council Help Point	437
Linwood Community Mental Health Centre	76
West Sussex C.C. Children's Services	59
Mid Sussex D.C. Housing Services	32
Clarion Housing	20

4. Client household size and age composition

Beneficiary households were predominantly small. It will be seen from Table 4 that approximately 39% of all distributions went to single persons and over three quarters to households with three members or less.

TABLE 4. DISTRIBUTIONS ANALYSED BY HOUSEHOLD SIZE

Household size (persons)	BHCFCB Distributions		
	Number	Percent	Cumulative percent
1	394	38.6	38.6
2	248	24.3	62.9
3	141	13.8	76.8
4	80	7.8	84.6
5	82	8.0	92.6
6	41	4.0	96.7
7	30	2.9	99.6
8	1	0.1	99.7
9	3	0.3	100.0
TOTAL	1,020	100	-

Table 5 shows the relative importance in 2021 of adults/teens and pre-teens at each of BHCFCB's three outlets. Some 69% of all beneficiaries were adults or teenagers.

TABLE 5. THE RELATIVE IMPORTANCE OF AGE GROUPS AT EACH OUTLET

	Percent		
	Adults/Teens	Pre-teens	Total
Burgess Hill	72.4	27.6	100.0
	6	3	10
Hassocks	4.3	5.7	0.0
	5	4	10
Hurstpierpoint	4.1	5.9	0.0
Total	69.3	30.7	100.0

5. Multiple distributions to households

While the Covid emergency is causing problems, BHCFB has suspended restricting the number of donations given to any one client in a calendar year.

During 2021, half of all distributions were to clients making use of the food bank on 5 occasions or less, with just over half of all clients using it only once. A small number of clients used the food bank frequently, with one quarter of all distributions going to just 16 of the food bank's 337 clients.

TABLE 6. ANALYSIS OF THE IMPORTANCE OF MULTIPLE DISTRIBUTIONS TO CLIENTS

Distributions per client	No. of clients	Total distributions	Cumulative number of clients	Cumulative number of distributions	Cumulative percentage of clients	Cumulative number of distributions
1	177	177	177	177	52.5	17.4
2	64	128	241	305	71.5	29.9
3	34	102	275	407	81.6	39.9
4	15	60	290	467	86.1	45.8
5	9	45	299	512	88.7	50.2
6	5	30	304	542	90.2	53.1
7	10	70	314	612	93.2	60.0
8	2	16	316	628	93.8	61.6
9	3	27	319	655	94.7	64.2
10	2	20	321	675	95.3	66.2
11-15	7	92	328	767	97.3	75.2
16-20	1	16	329	783	97.6	76.8
21-30	5	116	334	899	99.1	88.1
31-40	2	70	336	969	99.7	95.0
51	1	51	337	1020	100.0	100.0
Total	337	1020	-	-	-	-

6. Frozen Food

During 2021, clients collecting from or obtaining deliveries from the Burgess Hill outlet were able to opt to have additional frozen food items. In the case of both collections and deliveries, over 70% of clients chose this option (Table 7).

TABLE 7. TAKE UP OF THE FROZEN FOOD OPTION ANALYSED BY COLLECTIONS AND DELIVERIES

	With Frozen		Without frozen		Total Number of Distributions
	Number of Distributions	% of Total Distributions	Number of Distributions	% of Total Distribution	
Collected	193	71.5	77	28.5	270
Delivered	334	71.7	132	28.3	466
Total	527	100.0	209	100.0	736

BURGESS HILL COMMUNITY FOOD BANK - ACCOUNTS FOR THE YEAR 2021

Summary of the 4 accounts (Nationwide & 2 CAF bank accounts and Monmouthshire BS) + Gift Card + Cash

Monthly balances in £ as per bank statements

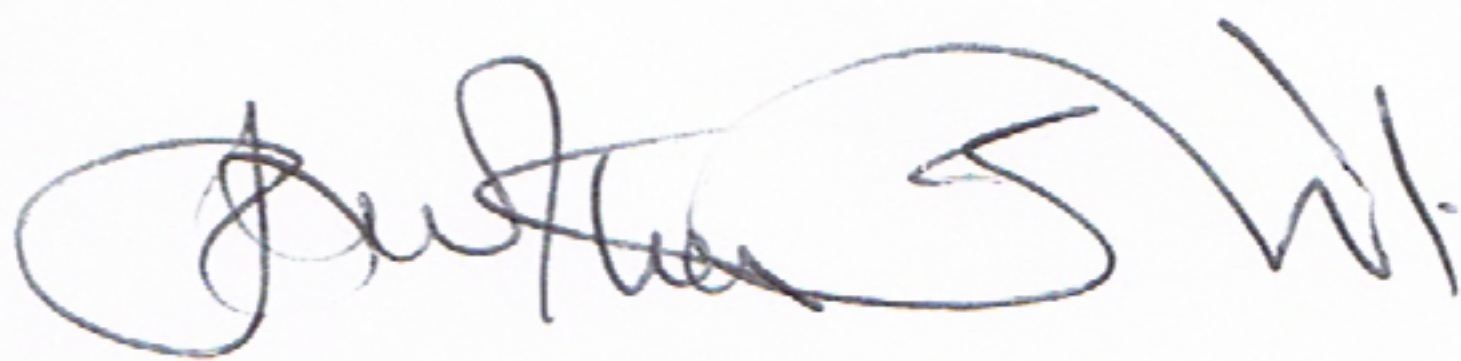
Month	Nationwide	CAF Bank Current account	Monmouthshire Building Society	Gift card	Cash donation	CAF Bank / Shawbrook 60 Day Savings Account	Total	Note
DEC'20	12,115.20	53,524.48	0.00	200.00	0.00	10,372.52	76,212.20	2020 B/Fwd Balances
JAN'21	12,115.20	61,037.10	0.00	12.12		10,372.52	83,536.94	Cash available @ 31/01/2021
FEB'21	12,115.20	61,927.55	0.00	10.00	0.00	10,372.52	84,425.27	Cash available @ 28/02/2021
MAR'21	12,115.20	70,194.48	0.00	0.00		10,372.52	92,682.20	Cash available @ 31/03/2021
APR'21	12,115.20	73,852.42	0.00	0.00		10,372.52	96,340.14	Cash available @ 30/04/2021
MAY'21	12,117.30	74,372.52	0.00	0.00	0.00	10,372.52	96,862.34	Cash available @ 31/05/2021
JUN'21	0.00	86,547.41	0.00	0.00		10,372.52	96,919.93	Cash available @ 30/06/2021
JUL'21	0.00	71,802.82	15,000.00	0.00		10,413.74	97,216.56	Cash available @ 31/07/2021
AUG'21	0.00	74,432.65	15,000.00	0.00		10,413.74	99,846.39	Cash available @ 31/08/2021
SEP'21	0.00	74,619.55	15,000.00	0.00		10,413.74	100,033.29	Cash available @ 30/09/2021
OCT'21	0.00	75,454.47	15,000.00	0.00		10,413.74	100,868.21	Cash available @ 31/10/2021
NOV'21	0.00	75,665.19	15,000.00	0.00	0.00	10,413.74	101,078.93	Cash available @ 30/11/2021
DEC'21	0.00	78,131.32	15,024.59	0.00	0.00	10,428.42	103,584.33	Cash available @ 31/12/2021
	-12,115.20	24,606.84	15,024.59	-200.00	0.00	55.90	27,372.13	2021 Account Movement

Summary of expenses for the period January to December 2021	£
Food purchased	6,931
Office Cleaning	1,296
Toiletries for clients	1,099
1 Dump Bin, Leaflet Dispensers, Notice Board, Printing of leaflets, recipe books	459
Stacking trays, storage boxes, trolleys, Shelving	323
Website and e-mail account, Zoom meetings, Subscription fee to the ICO (Data Protection)	300
Insurance policy	299
Scottish Power	223
Burgess Hill Food Pantry	160
Door lock repair, thermometers for the freezers, radio	133
Other expenditure (office stationery, postage, travel costs, CAF bank fee, etc..)	128
Servicing fire extinguishers and testing electrical equipment	114
Food Bank storage at Hurst	110
Face masks / visors and face covering signs, gloves	54
Total expenditure in 2021	11,629

INDEPENDENT AUDITORS REPORT 2021

BOARD OF TRUSTEES

I have audited the 2021 accounts for Burgess Hill Community Food Bank (a charitable organisation) and in my opinion the financial records and statements are a true and fair reflection of the financial position of Burgess Hill Community Food Bank for the period January 1st to December 31st, 2021.

A handwritten signature in blue ink, appearing to read 'Jonathan Bird', with a stylized flourish at the end.

• Jonathan Bird FMAAT

12 March 2022