

Hinckley Christian Community Action (HCCA)

Hinckley Christians serving our Community

**A Charitable Incorporated Organisation
Registered Charity No 1154754**

Trustees Annual Report and Statement of Accounts for the year to 31st March 2021

incorporating

**Hinckley Area foodbank
A Member of the Trussell Trust foodbank Network**



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1.0 CHARITY INFORMATION & ADMINISTRATIVE DETAILS

Registered Charity Name	Hinckley Christian Community Action
Other working names	Hinckley Area foodbank
Charity Registration No.	1154754 (England & Wales)
Charity Format	Charitable Incorporated Organisation (CIO)
Governing Document	Constitution - Association model
Date Registered	26th Nov 2013
Principal Address	c/o Hope Community Church, Deveron Way, Hinckley, Leics. LE10 0XD
Trustees 2020/2021	Colin Figures (Chair) Tim Render till 28 th Sept 2020 Martin Broughton (CTiH Nominee) till 1 st March 2021 Jim Matthews Ros Arnold (Deputy Chair) Tony Wakefield Greg Lennox from 28 th Sept 2020
Bank	HSBC plc 10 Market Place, Hinckley, Leics. LE10 1NU
Insurer	Zurich Insurance plc, Drayton House, Chichester, West Sussex. PO20 2EW
Independent Examiner	Bethan Moore FCA Dowsett Moore, Chartered Accountants, 17 Station Road, Hinckley Leics. LE10 1AW

The Trustees Report for the period ending 31st March 2021

2.0 BACKGROUND

2.1 Charity Formation

Hinckley Christian Community Action (HCCA) was set up to be responsible for running Hinckley foodbank, now **Hinckley Area Foodbank** (HAFB), together with any future charitable Social Enterprises. It formally took over the responsibility for the Foodbank on 1st September 2014.

Hinckley Area Foodbank, (a member of the Trussell Trust National Foodbank Network), provides three day's supply of food to local people in financial crisis who have obtained a foodbank voucher from a local agency; and if possible, we signpost to other agencies who can help resolve the crisis.

Structure, governance, and management

HCCA is a Charitable Incorporated Organisation (CIO), formally Registered by the Charity Commission on 26th Nov 2013, and with a Constitution based on the Charity Commission 'Association' model.

2.2 Trustees

At the end of the 2020/21 financial year, there are 5 trustees, 1 being a founding trustee #:-

- **Ros Arnold** (Deputy Chair) Hinckley Baptist Church
- **Colin Figures #** (Chair) Hope Community Church, Hinckley
- **Greg Lennox** Holy Trinity Church, Hinckley (from AGM 28th Sept '20)
- **Jim Matthews** All Saints Church, Sapcote
- **Tony Wakefield** Earl Shilton Baptist Church
- **Tim Render** (St John's Church, Hinckley) retired at the AGM on 28th Sept '20 having served 2 three-year terms.
- **Martin Broughton** (Trinity Community Church, & Hinckley & Churches Together in Hinckley appointee) resigned on 1st March '21 for family & health reasons, having served nearly two full terms.

The Constitution requires that there must be at least 3 and a maximum of 11 elected trustees appointed for three years, either by the current trustees; or by nomination of Charity Members; plus one trustee by nomination from **Churches Together in Hinckley** (CTiH)

2.3 Public Benefit

HAFB continues to help local people and families who find themselves in financial crisis, referred to the foodbank. All clients are met with compassion and a listening ear irrespective of their age, gender, colour, ethnic background, faith or no faith, and social status. The only requirement is that they are referred by a front-line Agency due to a financial crisis, and live in the Leicestershire, Leicester, or Warwickshire area.

The foodbank may assist similar charities working in other areas within the UK by prior agreement with the Trustees.

The trustees are therefore satisfied that the HCCA aims meet the requirements of, and guidance within the Charities Acts in respect of public benefit.

2.4 Linked / Partner Organisations

Trussell Trust (TT) - Hinckley Area foodbank is a member of and subscribes to the aims of the Trussell Trust foodbank Network. In return for an annual subscription, we receive guidance, training, an Operating Manual, an HAFB website, branded publicity materials, access to the Annual Conference, national credibility, and networking opportunities and benefits. The Trussell Trust also provides an on-line Data Collection system which benefits both HAFB and the Trussell Trust. [Trussell Trust - Reg'd Charity No. 1110522]

Churches Together in Hinckley and Burbage (CTiH) – HAFB is well supported by many individual churches around the Hinckley area across the denominations, as well as directly by CTiH, who can nominate one person as an HCCA trustee.

Hinckley & Bosworth Borough Council (HBBC) – From the beginning, HAFB has enjoyed a high level of support from HBBC and includes the free provision of a workshop unit for the storage of food, as well as the free use of their top floor De Montfort Suite for Agency Forums and other meetings each year, when available, (outside of Covid restrictions).

2.5 Objects

The objects of HCCA as stated in our Constitution, are:-

The objects of the CIO are the relief of poverty by the provision of food to people and families in financial hardship, or providing such other assistance as the trustees shall deem fit, within an ethos of Christian care.

Such action to serve any/all appropriate persons in Leicestershire, Leicester, and Warwickshire (and other areas within the UK by prior agreement with the Trustees) providing help without discrimination. (Rev 2.3 - 18/04/2016)

[Revision 2.3 increasing the Area of Benefit, was Agreed at a General Member's Meeting on 13th Jan 2016, Approved by the Charity Commission on 26th Feb 2016, and formally adopted by the Trustees at their meeting on the 18th April 2016]

Should it be deemed appropriate to commence any other charitable social enterprise in the future, Charity Commission agreement would be needed and obtained where necessary, to amend these objects.

2.6 Summary of Main Activities

Hinckley Area Foodbank

Normally foodbank Clients, local people in short-term crisis, are provided with three day's supply of food sufficient for the number of people in the family. They are referred by front-line agencies familiar with their case, such as the Council, Social workers; school family support workers; or the Job Centre, and who give the Client a foodbank voucher to take to a Foodbank Centre.

At the Centre, the Client would be met with compassion, a cup of tea or coffee, and a friendly listening ear. Details are taken of any allergies or diet related health issues (eg diabetes), and the food is packed into supermarket carrier bags or their own bags when available, for them to take away. Assistance is also given with toiletries when needed and when available.

The foodbank volunteers would possibly signpost the Client to other agencies who can help with some of the Clients core issues to help them out of the crisis that triggered the need for assistance from the foodbank. This signposting could be to other charities or agencies who may for example offer help with debt issues; the provision of low-cost furniture or white goods; take on Clients in a volunteer role; or offer help with housing issues.

The food is donated by individuals through collection points in their churches, supermarkets, workplaces, or community halls. These are taken to our storage warehouse where they are weighed, dated, sorted, and shelved in type and date order ready for picking by volunteers collecting for the Foodbank Centres. At this point stock is weighed out giving a stock accounting system based upon kg weight.

The foodbank benefits greatly from the support of many volunteers (130+ people), without whose goodwill the foodbank could not run. Each foodbank centre is normally run by between 5 – 9 volunteers each week, usually on a rota system to avoid fatigue. Other volunteers help with sorting food at the Storage Unit (7-8 each week), or with the admin work inputting voucher or stock information onto the TT online Data system.

3.0 ACHIEVEMENTS April '20 – March '21

3.1 Coronavirus pandemic & Foodbank Centres

In March '20, the UK, along with all other countries, faced an outbreak of a world-wide Coronavirus pandemic (Covid-19) with many people losing their lives in the UK alone, leading to the introduction of a national Lockdown on 23rd March 2020. This meant that everyone was instructed to stay at home unless they were key workers (emergency services, transport, supermarkets, & including key charity work such as foodbanks). Companies 'furloughed' their workers who were no longer needed in the office or shop etc, and those staff on furlough were paid 80% of their normal pay through the Government.

The lockdown measures meant that we had to quickly and radically change our procedures to enable a fast turnaround in centres to reduce the risk of person-to-person virus transmission, both for the benefit of our clients and our volunteers. The result was that we no longer offered refreshments to Clients, we would have bags prepacked for each of the four standard pick-sizes, and which only needed the Clients choice of tea or coffee and any toiletries, adding on the day, and Clients no longer signed to say they'd received the food.

The Lockdown restrictions meant that any volunteers aged over 70, or with underlying health issues were requested to stay at home to stay safe, which resulted in 'losing' about one third of our volunteers, (however, we received many offers of volunteer help from furloughed workers). Three of our centres, Salvation Army, Barwell, & St Mary's, were particularly affected by the loss of volunteers, and were closed until further notice. The Salvation Army however, whilst not open as a foodbank centre, continued to serve foodbank supplies to homeless people now accommodated in one of our local hotels, referred by HBBC to them, and reopened fully as a Foodbank Centre in the autumn.

The process was also streamlined by offering our referral agencies the use of E-vouchers, enabling agency staff to print their own vouchers, or alternatively issue a 'Code only' voucher, giving the Client a code to take to the Foodbank Centre. The agency enters all relevant information on the Data system, leaving little admin work for the Centre staff during or after the session, and this system became popular with many agencies.

Another result of the Lockdown was that although people could visit supermarkets etc for food items, people with severe underlying health issues making them extremely vulnerable to the virus, were initially instructed to always stay at home, and either get family members to get their food supplies, or alternatively get supermarket deliveries which would be prioritised for such people. However, for some Foodbank Clients neither of these was possible, and so thanks to a few willing volunteers, the Foodbank was able to deliver the foodbank pick direct to their homes.

We currently have six foodbank centres based in the centres as below –

Monday	10:00 – 16:00	Newbold Verdon Delivery service CLOSED due to lack of use
	13:00 – 15:00	St John's Church, Hinckley
Tuesday	13:00 – 15:00	Salvation Army, Hinckley
Wednesday	11:00 – 13:00	Pathways Centre, Hinckley Baptist Church
	14:00 – 16:00	Barwell Methodist Church CLOSED during the pandemic
	17:00 – 19:00	Congregational Church, Burbage
Thursday	10:00 – 12:00	St Mary's Church, Hinckley CLOSED during the pandemic
	18:30 – 20:30	Social Institute, Earl Shilton
Friday	13:30 – 15:30	Hope Community Church, Hinckley

3.2 Coronavirus pandemic & the Foodbank Warehouses

We have had a main storage unit at 32 Sketchley Meadows, Hinckley provided by Hinckley & Bosworth Borough Council, Rent and Rate free. This Unit, pre-Lockdown was open every Tuesday daytime and

evening both for incoming donations of food and stock, and to enable the foodbank Centres to replenish their stocks.

Covid-safe working practices required new procedures here as well, insofar as Unit volunteers now do the picks for centre replenishment which are then collected by centre volunteers at an agreed time helping all volunteers and staff to socially distance (2m recommended by the Government) in the small working area. Also, where possible, incoming donations were delivered to tables set up externally and we were blessed by the weather having very few wet days.

Having previously asked HBBC Surveyors about the chance of any additional units, we were offered Unit 24 in the row behind our current unit, at normal rental costs, and we took occupancy in early April '20. It then became possible to exchange this unit for one two 'doors' away from our main unit, and so we moved to Unit 30 instead, taking occupancy from Sept '20.

As a result of the Covid-19 crisis, we were contacted by HBBC and Leicestershire County Council offering us a £30k DEFRA Grant for emergency food and essential items. After some discussion by the Trustees, we decided to accept the Grant, and £10.5k was used towards 50% of the cost of the purchase of a Transit van including insurance, and 2+ month's salary for a Driver / Warehouse assistant. This was essential to help our Unit volunteers who were collecting progressively larger volumes of donations from our supermarkets, with some weeks over half a tonne from a single supermarket.

The DEFRA Grant paid 65% (£2.7k) of the cost of racking for the new Unit 30 (the balance paid by a £1.5k Grant from the Stoneygate Trust) and has also covered the cost of six month's rent (£2.6k) for Unit 30. It also paid for three supermarket roll cages (£618) to help with the transfer of stock between Units 32 and 30. It is hoped to use some of the final unallocated Grant (£2.5k) to refit Unit 32 to better suit the revised procedures now being used.

3.3 Clients fed

This last year, the foodbank has continued to help meet the needs of local families in financial crisis despite three national Lockdowns and other Covid-19 restrictions, having fulfilled **1,980** vouchers representing a **16%** (378 vouchers) **decrease** on 2019/20, bucking the national trend of a **33%** increase across Trussell Trust Foodbanks. 371 of these vouchers (18.7%) were E vouchers, and 111 were code only vouchers (5.6%).

Part of the reduction in use can be attributed to other organisations within the Borough providing food to needy families, (see para 3.6 for more information).

We provided **4,782** 3-day emergency food supplies, **711** [13%] less than in 2019/20. Of these **1,750** (37%) were for children under 16. Altogether this can be equated to providing **43,038** meals over the year.

The three busiest referral agencies for the vouchers fulfilled are:-

- **Salvation Army Centre, Hinckley – 735 Vouchers** (37% of total) feeding **1,860 people**
[2019/20 - 75 vouchers; 55%; 245 people]
- **Hinckley & Bosworth Council Customer Services - 436 vouchers** (22% of total) feeding **1,161 people**; [2019/20 - 1,288 vouchers; 54.6%; 3,082 people]
- **St Simon & St Jude's Church, Earl Shilton – 129 vouchers** (6.5% of total) feeding **415 people**
[2019/20 - 34 vouchers; 1.4%; 85 people]

Geographically, the spread of families served is shown by Table 1 below:-

Table 1 CLIENTS in Hinckley & Bosworth Council District	No of V'chers	No of people fed	Change from last year
Town / Parish (Ward)			No. (%)
Hinckley <i>(Castle; Clarendon; DeMontfort; Trinity)</i>	844	1,818	- 423 (19%)
Earl Shilton	409	1,112	+ 34 (3%)
Barwell	257	574	- 112 (16%)
Burbage <i>(Sketchley & Stretton; St Catherines & Lash Hill)</i>	182	596	- 26 (4%)
Newbold Verdon, Desford, Peckleton	58	115	- 106 (48%)
Barlestone, Nailstone, Osbaston; Cadeby, Carleton & Mkt Bosworth	38	199	+ 11 (6%)
Ratby, Bagworth, & Thornton; Markfield, Stanton, & Fieldhead; Groby	39	75	- 1 (1%)
Ambion; Twycross, Witherley, & Sheepy	22	49	+ 17 (53%)
NFA; & Unknown	29	44	- 33 (43%)
Subtotals	1,878	4,582	- 639 (12%)

CLIENTS IN OTHER COUNCIL AREAS	Vouchers	People fed	
Blaby DC <i>(Croft Hill; Normanton; Pastures; Stanton & Flamville)</i>	72	149	- 81 (35%)
Coventry <i>(Lower Stoke)</i>	1	1	+ 1 n/a
Harborough DC <i>(Broughton Astley - Primethorpe & Sutton; Lutterworth East; Ullesthorpe)</i>	8	28	+ 12 (75%)
Leicester City <i>(Aylestone; Fosse; Rushey Mead)</i>	9	11	- 4 (27%)
N W Leics DC <i>(Thornborough)</i>	1	1	- 3 (75%)
Nuneaton & Bedworth BC <i>(Bar Pool; Poplar; St Nicolas; Weddington)</i>	10	13	+ 11 (450%)
Rugby BC <i>(Wolvey & Shilton)</i>	1	1	- 2 (67%)
Subtotals	102	204	- 68 (25%)

3.4 Stock donations

With people instructed to stay at home in the Lockdown, and with churches and many organisations closed, we were initially concerned whether people would be able to donate food, especially with panic-buying leaving empty shelves in the supermarkets.

However, thanks to the Trussell Trust & Tesco Partnership, we received over 11.6 tonnes of stock donations from Tesco plc, in addition to the 4.8 tonnes received via the permanent collection point in their Hinckley store. The main Sainsbury's store also made numerous donations totalling over 8.5 tonnes, as well as over 5 tonnes donated by customers through their collection point.

Despite our initial misgivings, we received a massive 90.4 tonnes of donated stock, that's nearly a two-thirds increase (64%) in donations from the previous year 2019/20 and is worth over £158k based on the standard Trussell Trust value of £1.75/kg.

The donations come from many directions, principally from:-

- **13 Supermarket Regular* Permanent Collection Points**
- **Supermarket store donations**
- **34 Churches**

- **Workplaces, & community groups**
- **15 Schools / Pre-schools**
- **47 Individual donors / families, + anonymous donations**

3.5 'Food Buddies'

During the first Lockdown, HAFB was approached by HBBC asking if we could help with their 'Food Buddie' scheme providing food to people who had been strongly advised to stay at home during Lockdown, (ie. *Shielding*), not even going to the shops for food as they would be very vulnerable if they caught Covid to serious illness or even death. Many of those Shielding were able to call on family to help buy food for them, others were able to get supermarket deliveries to their homes, but that still left many people not able to access food supplies, though cost wasn't an issue.

This was discussed by the trustees who agreed that whilst it didn't fall within the TT model of helping those in financial crisis, the HCCA Constitution did include the caveat of:-

'or providing such other assistance as the trustees shall deem fit, within an ethos of Christian care'.

Consequently, we provided 182 'parcels' of 7-day picks for 32 families, (41 adults & 8 children), equivalent to 261 people each being fed for 7 days, that's a total of another 5,481 meals provided.

In addition, under a nationwide initiative, Homeless people in the Borough were provided accommodation by HBBC in local hotels and, at HBBC's request, were provided food by the Salvation Army.

3.6 Other organisations running food-based support work

Although we saw a further 16% decrease in Foodbank visits, some of this can be directly attributed to other organisations also working within the Borough:-

- 3.6.1 St John's Church Hinckley**, (HAFB Foodbank Centre) also run **'Make Lunch'** which supports struggling families at Westfield School. We have supported them with provision of stock; and have also supported them financially with grants for £500, and for £5,000.
- 3.6.2 Earl Shilton Community Events**, led by St Simon & St Jude's Church, have run monthly Breakfast clubs, holiday clubs, and have also provided with free school meals during holidays and lockdowns. Again, we have helped with the supply of stock, and of grants for £500, and £5,000.
- 3.6.3 Feed the Hungry UK**, the UK arm of an international charity is based in Hinckley. During the pandemic, they have not been able to ship supplies to other countries and have concentrated on helping the UK scene. We have helped with the supply of close dated and surplus stock which we would have struggled to use, with the proviso that it's limited to UK distribution only, due to limitations in our Constitution.

3.7 Bankuet

With our concern as to whether stock donations would dry up with the imposition of Lockdown, we signed up with a new national social enterprise called **Bankuet**. This collects financial donations from people and uses them to buy and deliver key stock items to foodbank warehouses across the country, and during this year we received over 3 tonnes of stock in this way. This is now a regular partnership which we can call on when stocks of certain items are low and enables us to order large quantities of specific items.

3.8 Burbage Foodbank Centre

After the closure of the first Burbage Centre due to few clients visiting, after discussion with Burbage Ministers, a Burbage Centre finally reopened in October '20 in Burbage Congregational Church.

3.9 Newbold Verdon Foodbank Centre

This Centre (operating as a delivery service only) was closed during the year as it was getting very little use.

3.10 Agency Forums

With the Coronavirus pandemic leading to many organisations having to develop remote working, including working from home, and the Foodbank Manager prioritising keeping the Foodbank open and Clients fed, we were unable to run our popular Agency Forums this year.

3.11 Foodbank App

We have continued to use the Foodbank App that supporters can download free on smart-phones, giving them up-to-date info including a shopping list of urgently needed items.

3.12 Supermarket Permanent Collection Points (PCP's)

We've continued to benefit from permanent foodbank collection baskets in Asda's, Morrisons, Sainsburys and Tesco's superstores which brought in 12.4 tonnes, 6.3 tonnes, 5.3 tonnes and 4.9 tonnes of stock respectively, 29 tonnes total, a massive 144% increase on the previous year.

In addition, Asda and Tesco's provide a cash top-up based on 20% of the set value of £1.75/kg, however due to the increasing success of the PCP's nationally, Tesco's have capped their top-up for PCP donations, so we now receive approximately 60% of that figure. The payments are received approximately every 6 months, so not necessarily in the same financial year as the stock donations that they relate to.

We also have PCP's in seven Co-op stores in the area, which have netted an additional 4.3 tonnes between them over the year.

3.13 Supermarket Collections

Over the years, HAFB have run several supermarket collections where shoppers are asked to buy one or more items off a shopping list, donating them on their way out of the store. With Lockdown measures and restrictions requiring 1-2m social distancing and the risk of transferring infection by touch etc, supermarket collections were not viable, (and with the huge donations made via the PCP's etc, were not really needed).

However, there were two nationally arranged Collections in Tesco stores, and one in Asda's, and for which we were not required to provide volunteers to run the collections. The Asda collection brought in 169kgs, and the two Tesco collections resulted in 362kgs and 348kgs, 879kgs in total.

3.14 Harvest 2020

This year, due to the Covid restrictions with few churches being open, and schools working with class or year 'bubbles', specific harvest donations were low with 1.64 tonnes recorded. However, as general donations were clearly high as previously described, we were not unduly concerned.

3.15 Christmas Appeal 2020

In addition to the regular foodbank activities, the foodbank normally also provides food for the **Annual Hinckley & Bosworth Christmas Appeal**, run in conjunction with the Borough Council, Hinckley Sure-Start, the Salvation Army, and the Hinckley Times.

However as last year's appeal was not overly successful, it was decided, in conjunction with the Salvation Army that this year we would simply provide Aldi gift vouchers to the value of £20 - £40 to each family referred, amount dependent on the size of the family. The vouchers have the advantage that families can

buy Christmas food that they like, including frozen or chilled meat which we can't provide from ambient supplies, and additionally can't be spent on alcohol or cigarettes.

Altogether, £2,045 of Aldi vouchers were passed onto Children & Family Services (formerly SureStart) and for distribution in time for Christmas.

3.16 Christmas donations

The concept of Reverse Advent Calendars is now an established principle with our foodbank supporters, where people donate a basic item of food needed by the foodbank instead of (or even as well as) eating an Advent Calendar chocolate, for each day of advent.

This idea again was popular with our supporters with at least 3.2 tonnes of Advent / Christmas specific donations being received between November '19 and January '20.

3.17 Annual Stock-take

Unfortunately, due to the Coronavirus pandemic and the sheer amount of stock, the stocktake which would have been held in March '20, postponed till September '20 didn't take place. It was hoped that it would take place as normal in March '21 when restrictions were forecast to have significantly eased.

However, due to a significant second wave of Covid cases, burdening hospital admissions and deaths, there was a third nationwide lockdown from January '21 lasting till the end of March '21, with restrictions continuing into the summer, we again postponed the Stock-take, and hope that it could possibly take place in the summer depending on the lockdown situation and Health & Safety precautions necessary with Covid 19.

3.18 Donations of Stock made to other organisations

Through the year, we were able to help other foodbanks and organisations by giving them surplus, sundry, or short dated stock as shown in Table 2 below. We occasionally have a larger quantity of short-dated stock than we would normally be able to use in time, so if other foodbanks are short of these specific items, it's passed to them. This not only helps them, but ensures we make the best use of our in-date donations.

Organisation		Location served	Total weight (kgs)	% of o/a 20/21 distributed (87,863kgs)
1	Other TT Foodbanks			
a	Coventry	Coventry	1,487	1.7%
b	Leics South	S Leics	1,380	1.6%
2	Independent Foodbanks			
a	Mosaic Church Foodbank	Leics City	11,575	13.2%
b	Feed the Hungry UK	Local & UK	6,399	7.3%
c	FareShare East Midlands	East Mid's	1,252	1.4%
d	Shepshed Independent Foodbank	Shepshed	75	0.09%
3	Other local organisations			
a	Earl Shilton Community Events	E Shilton	7,180	8.2%
b	'Make Lunch' at St Johns	Hinckley	1,664	1.9%

c	Hope in Sapcote	Sapcote	1,008	1.1%
d	Children's & Family Wellbeing Community Larder	Hinckley	876	1.0%
d	Others (Animal Aid; Baby Basics Leics; Barwell Methodist, Hinckley Community Hospital; Hinckley Methodist Youth; Salvation Army)	Hinckley District	486	0.6%
		Totals	33,382	38%

3.19 FareShare & Tesco Community Food Connection

The Foodbank continues to benefit from surplus ambient out-of-date food donated by the Tesco Express store in London Road, Hinckley. Arranged in conjunction with the National Food Re-distribution charity FareShare, this food is offered to our Clients on a help-yourself basis. The Pathways Centre at Hinckley Baptist also receives food donations from the Tesco store, and which is offered at their Foodbank Centre on Wednesdays.

3.20 Earl Shilton Co-op Store donations

Similarly, we are also grateful for regular donations of 'end of shelf life' ambient food, bread, cakes, fruit & vegetables, several crates of which are donated each week via Earl Shilton foodbank centre and passed onto Clients via the help-yourself table.

4.0 STAFF

4.1 Existing Staff

HCCA started the year with two part-time employees in the roles of :-

- **Foodbank Manager** (20 hrs/wk) employed since May 2018
- **Administrator** (9 hrs/wk) employed since April 2016.

In recognition of the workload that they had coped with through the pandemic, the trustees agreed to give them both a Covid Recognition Bonus in December, and additionally that the Administrator's role would be renamed as Admin Manager in recognition of her support for the Foodbank Manager's role.

4.2 New staff appointments

The Trustees had previously agreed in principle to the appointment of a Fundraising Officer to bring in funds ensuring the sustainability of the Foodbank and charity. The Covid pandemic, as previously described led to changes in procedures, loss of volunteers, and a great increase in workload for the Foodbank Manager, with no opportunity to take holidays to relax. Consequently, the Trustees agreed that the Fundraiser's post should be increased to include Deputy Foodbank Manager's responsibilities to support the Foodbank Manager, and provide cover for holidays etc.

In addition, as already noted in para 3.2 (Coronavirus pandemic & Foodbank Warehouses), the provision of a £30k DEFRA Grant enabled us to purchase a Transit van and cover 2-3months of a Driver's salary. It was also felt it would be appropriate if the Driver also helped generally in the warehouse units.

Consequently, we finished the financial year with two additional staff members:

- **Deputy Foodbank Manager / Fundraiser** who commenced work on 1st Jan 2021
- **Driver / Warehouse Assistant** who started work on 25th Jan 2021 (one-year initial appointment)

4.3 Real Living Wage Policy

In January 2018, as responsible employers, the Trustees resolved that the minimum salary paid to any of our employees would always be at least equal to the Real Living Wage, currently £9.50/hour, as set by the Living Wage Foundation, (not to be confused with the Government's National Living Wage of £8.91/hour).

From April 2020, the Policy was amended such that the charity's base salary would be increased to a minimum of the Real Living Wage plus 3%.

5.0 FINANCIAL COMMENTS

5.1 Donations

During the financial year, we have continued to receive many substantial donations, including the following donations over £1,000 for which we are very grateful:-

• Turton & Turton	£5,000
• DPD Group UK Communications	£3,760
• FC Burbage	£3,000
• Heart of England Co-op	£2,000
• St John's Church (Hinckley)	£1,674
• Hinckley & Rugby Building Society	£1,600
• UK Flooring Ltd	£1,600
• Index Property	£1,500
• Patricia Wright Charitable Fund	£1,500
• Knights of Malta Lodge	£1,090
• NGG Dist	£1,000
• Hinckley Round Table	£1,000

5.2 Fundraising

During the year, we also received the following fundraising income, (over £100)

• Colltex Ltd	£109
• Easyfundraising	£119

5.3 Trussell Trust Supermarket Top-up Funds

As mentioned under 'Supermarket Collections', and 'Permanent Collection Points', thanks to National Agreements the Trussell Trust have with Tesco, we benefit from a financial donation based on 20% of the value of the stock collected either through store collections or via the PCP's, based on a set value of £1.75/kg of stock, less a 15% TT admin charge, and capped at approx. 60%. We receive these funds twice a year, up to 6-9 months after the date of the respective collection.

In addition thanks to a similar agreement TT have with Asda, we benefit likewise based on 20% of the stock value. These funds are again generally received twice a year, up to 6-9 months after the collection date. During the financial year, we received £3,193 in respect of TT Top-up Funds.

5.4 Grants received

5.4.1 Stoneygate Trust - towards the cost of racking in Unit 30 . . . **£ 1,500**

5.4.2 Leics County Council / DEFRA - Food & Essential Supplies during Covid £30,000

- Grant to 'Make Lunch' St John's Church, Hinckley .. £ 5,000
- Grant to *Earl Shilton Community Events*, c/o St Simon & St Jude's Church, Earl Shilton . . . £ 5,000
- Towards purchase of a Transit Van . . . £10,000
- Towards the cost of van insurance (~51%) .. £ 500
- Remaining racking costs in the additional Unit 30 .. £ 2,726
- 6 month's rent for the additional Unit 30 . . . £ 2,640
- 3 No. Supermarket Roll Cages . . . £ 618
- 2+ month's salary for the Driver/Warehouse Asst . . . £ 1,167

Current Balance outstanding £ 2,348

5.4.3 Trussell Trust / Asda - For salaries for Deputy Manager/Fundraiser (Jan-June '21); & Driver/Warehouse Manager (April-June '21) . . . £ 5,000

5.4.4 Neighbourly Team Coronavirus Fund Micro Grant . . . £ 400

Pathways Foodbank Centre at Hinckley Baptist Church applied for this on behalf of HAFB, and therefore it came via HBC's bank account

5.5 Gifts & Grants made

Apart from the Grants noted in 5.4.2 above, HAFB gave the following financial Gifts/Grants:-

- 5.5.1 Trussell Trust** (TT Membership usual subscription free this year, but paid as a donation £ 360
- 5.5.2 Make Lunch at St John's** (paid earlier in the year before the LCC/DEFRA Grant was made known to us. £ 360
- 5.5.3 Earl Shilton Community Events** (as with 5.5.2 – paid before the LCC/DEFRA Grant) £ 360
- 5.5.4 Make Lunch at St John's** (for the provision of fresh fruit & veg) . . . £ 650
- 5.5.5 Earl Shilton Community Events** (for the provision of fresh fruit & veg) . . £ 390

5.6 Reserves

Whilst there is no specific Reserves Policy apart from good stewardship, HCCA does however maintain a practice of :-

- ring-fencing 3 month's salary costs for each staff member
- setting aside a monthly amount towards the TT Foodbank Network fee (£35/month)
- setting aside a monthly amount towards the annual insurance costs (£205/month).

5.7 Payments & benefits to Trustees

During this financial year, no trustees received any payment from funds apart from repayment of expenses.

5.8 Going Concern

In approving the accounts for the past year, Trustees are required by charity law to declare whether they have been prepared on a "going concern" basis, ie. Trustees have reviewed the financial position of HCCA at the year end, and the prospects for the immediate future, and consider that the organisation will be solvent in this period.

Specifically, this means that Trustees must be able to confirm that they expect, with reasonable certainty, that HCCA will be able to pay its bills as they become due in the 12 months from the date on which the accounts are signed (i.e. to Sept 2022).

The Trustees consider HCCA is a going concern because:

- a. The charity was able to bring forward into 2021/22 cash balances of £ 70,723. Apart from a restricted fund of £12,334, all balances are available to support Foodbank spending in 2021/22 and beyond
- b. The budget approved in March 2021 allows for expenditure of £74,850 during 2021/22, with income of £47,015 in the year. The reserve balance brought forward is £79,196. The total of reserves brought forward plus in-year income exceeds planned spending until Sept 2022 (i.e. ~12 months from the signing of these accounts) by over £32,000.
- c. Trustees consider that the estimate of income anticipated during the 2021/22 year is reasonable and likely to be achieved. The figures are based on actual income received during the previous year (for supermarket partnerships, fundraising and regular donations), and on prudent estimates of one-off donations.
- d. Estimates of expenditure during 2021/22 are based on actual costs during the previous year with allowance for inflation, plus an allowance of £5,000 for building maintenance and upkeep, for which no commitment had been made by April '21.
- e. Regular monitoring of income and expenditure takes place during the year allowing Trustees the opportunity to adjust spending or seek further income, should variations from the budget become apparent.

On this basis, Trustees consider that the preparation of the accounts on a "going concern" basis is appropriate.

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This report was approved by the Trustees at their meeting held on 25th OCT 2021

and signed on their behalf by COLIN FIGURES (Chair)

Signature Colin Figures

Statement of Financial Activities

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:					
Donations and legacies	73,980	5,605	—	79,585	19,561
Income from charitable activities	3,193	—	—	3,193	2,456
Other trading activities	405	150,027	—	150,433	87,059
Investments	16	—	—	16	32
Other income	1,121	36,500	—	37,621	2,959
Total income	78,717	192,132	—	270,849	112,068
Expenditure on:					
Expenditure on charitable activities	33,863	167,765	—	201,628	106,729
Other expenditure	6,210	—	—	6,210	—
Total expenditure	40,074	167,765	—	207,839	106,729
Net income / (expenditure) resources before transfer	38,643	24,367	—	63,010	5,339
Transfers					
Gross transfers between funds - in	15,877	3,000	—	18,877	—
Gross transfers between funds - out	(3,000)	(15,877)	—	(18,877)	—
Other recognised gains / losses					
Gains / losses on investment assets	—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
Net movement in funds	51,520	11,489	—	63,010	5,339
Total funds brought forward	28,342	844	—	29,186	23,846
Total funds carried forward	79,863	12,334	—	92,197	29,186
Represented by					
Unrestricted					
General fund	666	—	—	666	526
Designated					
Hinckley Area Foodbank	79,196	—	—	79,196	27,815
Restricted					
HAFB - Benefits in Kind	—	—	—	—	—
HAFB - Restricted Funds	—	12,334	—	12,334	844

Balance sheet

Class and code	Description	This year	Last year
Fixed assets			
0400	Fixtures and fittings	2,687	—
0401	Motor Vehicle	15,944	—
	Total Fixed assets	18,631	—
Current assets			
0330	HSBC Current Account	13,023	5,242
0331	HSBC Deposit Account	57,700	22,683
0335	Benefits in Kind	843	800
0336	HMRC - Gift Aid Due	2,095	1,684
0600	Prepayments	803	—
Z05	Accounts Receivable	—	(1,224)
	Total Current assets	74,465	29,186

Liabilities			
0500	Accruals	900	—
Z04	Accounts Payable	—	—
	Total Liabilities	900	—
	Net Asset surplus(deficit)	92,197	29,186
Reserves			
	Excess / (deficit) to date	63,010	5,339
	Starting balances	29,186	23,846
	Total Reserves	92,197	29,186
	Represented by funds		
	Unrestricted	666	526
	Designated	79,196	27,815
	Restricted	12,334	844
	Endowment	—	—
	Total	92,197	29,186

Statement of assets and liabilities

	General	Designated	Restricted	Endowment	This year	Last year
Fixed assets - Tangible assets						
Fixtures and fittings -	—	2,687	—	—	2,687	—
Motor Vehicle -	—	15,944	—	—	15,944	—
Totals	—	18,631	—	—	18,631	—
Current assets - Cash at bank and in hand						
HSBC Current Account -	666	31,022	(18,665)	—	13,023	5,242
HSBC Deposit Account -	—	26,700	31,000	—	57,700	22,683
Totals	666	57,722	12,334	—	70,723	27,925
Current assets - Debtors						
HMRC - Gift Aid Due -	—	2,095	—	—	2,095	1,684
Prepayments -	—	803	—	—	803	—
Accounts Receivable -	—	—	—	—	—	(1,224)
Totals	—	2,898	—	—	2,898	460
Current assets - Stocks and work in progress						
Benefits in Kind -	—	843	—	—	843	800
Totals	—	843	—	—	843	800
Liabilities - Creditors: Amounts falling due in one year						
Accruals -	—	900	—	—	900	—
Totals	—	900	—	—	900	—
Grand total	666	79,196	12,334	—	92,197	29,186

Fund movement by type

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
FB-Benefit - HAFB - Benefits in K						
Restricted	—	150,027	150,027	—	—	—
Sub-total for FB-Benefit	—	150,027	150,027	—	—	—
HAFB - Hinckley Area Foodbank						
Designated	27,815	78,577	40,074	12,877	—	79,196
Sub-total for HAFB	27,815	78,577	40,074	12,877	—	79,196
HAFB-Res - HAFB - Restricted Fu						

Restricted		844	42,105	17,737	(12,877)	—	12,334
Sub-total for HAFB-Res		844	42,105	17,737	(12,877)	—	12,334
General - General fund							
Unrestricted		526	139	—	—	—	666
Sub-total for General		526	139	—	—	—	666
Grand total		29,186	270,849	207,839	—	—	92,197

Analysis of income and expenditure

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
INCOME AND ENDOWMENTS						
Donations and legacies						
0102 - Gifts & Donations Rec'd - Regular	—	9,038	—	—	9,038	5,433
0103 - Gifts & Donations Rec'd	48	59,546	5,547	—	65,142	12,936
0108 - Christmas Appeal	—	—	—	—	—	—
0110 - Gift Aid Refund	5	5,255	57	—	5,318	1,085
0113 - Membership Gifts	86	—	—	—	86	106
Total	139	73,841	5,605	—	79,585	19,561
Income from charitable activities						
0106 - Supermarket Partnership Income	—	3,193	—	—	3,193	2,456
Total	—	3,193	—	—	3,193	2,456
Other trading activities						
0105 - Fundraising	—	405	—	—	405	3,376
0109 - Food Donated	—	—	150,027	—	150,027	83,682
Total	—	405	150,027	—	150,433	87,059
Investments						
0104 - Bank Interest	—	16	—	—	16	32
Total	—	16	—	—	16	32
Other income						
0107 - Offset Costs	—	—	—	—	—	135
0111 - Grants Received	—	400	36,500	—	36,900	2,000
0112 - Miscellaneous	—	—	—	—	—	24
0114 - Gifts Donated	—	721	—	—	721	800
0120 - Transfer In of Assets from previous Trust	—	—	—	—	—	—
Total	—	1,121	36,500	—	37,621	2,959
INCOME TOTAL	139	78,577	192,132	—	270,849	112,068

EXPENDITURE

Expenditure on charitable activities

0150 - Salaries	—	20,086	1,753	—	21,840	15,858
0151 - Mileage - Private	—	92	—	—	92	80
0152 - Expenses - Misc	—	—	—	—	—	—
0153 - Pensions	—	926	45	—	971	1,089
0160 - Building Maintenance & Upkeep	—	995	—	—	995	40
0161 - Rental Costs -Buildings	—	3,239	2,199	—	5,439	520
0162 - Furnishing & Equipment	—	987	618	—	1,605	—
0163 - Vehicle Costs	—	90	—	—	90	—
0170 - Utilities	—	1,443	—	—	1,443	1,166
0180 - Cleaning & Consumables	—	110	—	—	110	9
0181 - Hospitality	—	—	—	—	—	64
0182 - Training & Conferences	—	35	—	—	35	75
0183 - Uniforms & Clothing	—	210	—	—	210	73
0184 - Fundraising Costs	—	—	—	—	—	—
0190 - Stationery & Postage	—	268	—	—	268	454
0191 - Software	—	284	—	—	284	288
0192 - Marketing & Printing Costs	—	—	—	—	—	75
0193 - Supermarket Collection Costs	—	—	—	—	—	—
0194 - Additional Stock Purchased	—	—	415	—	415	633
0195 - Christmas Appeal	—	—	2,205	—	2,205	271
0196 - Food Distributed	—	—	150,027	—	150,027	83,682
0197 - Data Security Costs	—	—	—	—	—	102
0198 - Gift Donations & Grant Pd - Organisations	—	2,120	10,000	—	12,120	1,000
0199 - Disposal of Goods donated	—	678	—	—	678	—
0200 - Bank Charges	—	—	—	—	—	—
0210 - Copyright, Membership, Legals (Inc DBS)	—	1,394	500	—	1,894	1,173
0220 - Grants Spent	—	—	—	—	—	46
0230 - Miscellaneous	—	—	—	—	—	24
0231 - Accountancy	—	900	—	—	900	—
Total	—	33,863	167,765	—	201,628	106,729

Other expenditure

0232 - Depreciation	—	6,210	—	—	6,210	—
Total	—	6,210	—	—	6,210	—
EXPENDITURE TOTAL	—	40,074	167,765	—	207,839	106,729
GRAND TOTAL	139	38,503	24,367	—	63,010	5,339

Notes :

1. The value of donated goods received but not yet distributed is £27,889. This has been valued at Trussell Trust's rate of £1.75 per kg.
2. The value of food donated is not recognised until it is distributed in accordance with Para. 129(a) of the Statement of Recommended Practice 2005. At that point it is valued in accordance with the procedure laid down in Note 1 above.
3. The amount received from Supermarket Partnership income shown in the accounts relates to Supermarket Collections and Permanent Collection Point stock donations which often overlap more than one accounting year.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Hinckley Christian Community Action

On accounts for the year
ended

31st March 2021

Charity no
(if any)

1154754

Set out on pages

19-22

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

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 Trust's accounts carried out under section 145 of the 2011 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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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: B Moore

B. Moore

Date: 05/10/2021

Name: Bethan Moore

Relevant professional
qualification(s) or body
(if any):

FCA

IER

1

Oct 2018

Address:

17 Station Road

Hinckley

LE10 1AW

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, *Independent examination of charity accounts: directions and guidance for examiners*).

Give here brief details of any items that the examiner wishes to disclose.