

NANTWICH FOOD BANK

Charitable Incorporated Organisation
Registered Charity Number 1156950



REPORT & ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

NANTWICH FOOD BANK

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Registered Charity Number 1156950

Year ended 31 March 2021

Trustees: David Emery (Chair)
 Alan Brown
 Jane Emery (resigned 21 December 2020)
 Ceris Esplen
 Norman Jones (appointed 21 May 2020)
 Sue Pritchard
 Diana Taylor
 Paul Stone
 Emily Vaughan
 Garry Wareham

Project Manager: Damien Gear

Address: Market Street Church
 Market Street
 NANTWICH
 CW5 5DG

Independent Natasha M Clarke ACA CTA
Examiner:

NANTWICH FOOD BANK

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Report of the Trustees for the Year ended 31 March 2021

As with all Trussell Trust food banks nationally we saw a dramatic increase in numbers accessing our services, particularly for the first quarter of the financial year. This was due to our proactive approach to supporting vulnerable families as identified by local schools, many people losing their jobs, delays in the furlough scheme, some people being ineligible for support schemes and many on low incomes who found the cost of living increased.

The initial weeks made supply of goods hard as the public were encouraged to isolate and those who could shop were unable to bulk buy. This led to a decrease in food donations. We were indebted to the Trussell Trust who very quickly responded by arranging weekly deliveries of food donated by Tesco which was distributed to us via British Gas.

We adapted our model to 'delivery only' for the safety of volunteers and those needing our support. A reduced number of volunteers worked in small groups ("bubbles") to reduce risk. Following government guidelines "at risk volunteers" were advised to stand down.

We applied for and were awarded emergency grants which gave us confidence to bulk purchase goods once we could secure a supplier. It also enabled us to include hygiene products such as soaps, disinfectant, and introduce fresh items such as bread, eggs and fruit and vegetables. The feedback from support agencies about this development was very positive. To reduce multiple deliveries to households, parcel sizes were increased from a three-day supply to a parcel covering seven days.

In the past when we were able to meet people face-to-face we provided signposting material referring them to agencies that would help them resolve their problems. With that aspect of our work closed to us we included the signposting material in each parcel. This was later developed to a remote service with three volunteers offering a support service via a secure digital telephone line.

In the year ending March 2021 we distributed 1,348 parcels supporting 3,796 people, of which 1,555 were children. This is an increase of 151% caused largely by surge in demand owing to the Covid-19 crisis. Most of the referrals during the year came from Nantwich North and West ward with approximately 1,000 people supported. Low income remains the most common reason for referrals and the largest group supported were adults aged between 25 and 64.

As has become our pattern we provided Christmas gifts for the guests who would have attended the Churches Together in Nantwich Christmas Day lunch, residents at the YMCA and a number of people recently put on probation. These were all well received. We also distributed Christmas parcels to families as requested by the agencies that we work with. Parcels weighing 1,396 kilograms were distributed to 234 households feeding about 500 people.

In December Jane Emery retired as a Trustee and also as Project Manager. Jane was instrumental in forming Nantwich Food Bank in 2012 and has been a guiding hand over the years until her retirement. She has moved on to a more senior post in the Trussell Trust

NANTWICH FOOD BANK

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Report of the Trustees for the Year ended 31 March 2021 (Continued)

organisation and the Trustees wish to record their appreciation of all she has done. Her successor, Damien Gear, was appointed as Project Manager in February 2021.

Grants

Funding from ASDA via the Trussell Trust and from Cheshire East Council enabled us to finance the services on a part-time basis of a Citizens Advice specialist advisor from October 2020.

Owing to the impact on our finances by the changes arising from the Coronavirus pandemic we applied for grants from the **Cheshire Community Foundation**, the **Steve Morgan Foundation** and the **CAF Coronavirus Emergency Fund**. The receipt of these grants early in the year reduced our concern over the demands on our budget enabling us to invest in reorganising our operating systems, providing PPE for our volunteers and improving the storeroom to cope with the requirements of social distancing in the workplace as set out above. Later in the year we received some substantial donations which improved our financial position and the Trustees made the decision to return the funds to the grant-making bodies for the benefit of other charities less fortunate than ourselves.

Public benefit

The Trustees of Nantwich Food Bank consider that during the year ended 31 March 2021 the key objective of providing emergency assistance to people in Nantwich and surrounding rural areas has been met and has been of benefit to the public.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The Trustees do regularly review governance documents in line with Charity Commission guidelines and those of the Trussell Trust.

Acknowledgements

The Trustees are grateful to the wonderful volunteers without whom the Food Bank could not operate and particularly for the response to the changes brought about by the crisis measures introduced in March 2020.

The Trustees are indebted to **Boot Property**, our landlord, without whom we would not have been able to make the extensive modifications in our patterns of work caused by the Covid-19 crisis.

We have been humbled by the generosity of local individuals and businesses donating money and food. Apart from the dislocation at the beginning of the year our local community has continued to support us by generously donating food, and the extra items that have been requested by our referring agencies from time to time.

NANTWICH FOOD BANK

Charitable Incorporated Organisation

Registered Charity Number 1156950



Report of the Trustees for the Year ended 31 March 2021 (Continued)

Special Thanks

To the **Nantwich Churchwardens' Merged Charity** for their ongoing support.

To all the **Churches** locally for supporting us financially, for being collection points and for providing premises, as well as ongoing prayer support.

To **Nantwich Town Council** for their ongoing financial support.

We thank **Morrisons** for their weekly donations in response to the crisis and to **Tesco** for the coordinated and well-planned food donations.

To **Weaver & Bomford** for providing all of our stationery and printing needs.

To the many local groups who raised funds for us and to the businesses for generous financial support:

Acton, Edleston & Henhull PC
Applewood Independent
Audlem Methodist Church
Belway Homes
Broomhall & Sound Methodist Church
Carehome Selection
Cheshire Game & Angling
Crewe Railroaders
D&G Bus
Delaware UK
FJ Needs
Inner Wheel Nantwich
Inter-Staff
Making a Difference Locally
Nantwich & District Scottish Society
Nantwich Christadelphians
Nantwich Film Club
Nantwich Methodists

Nationwide BS
Parochial Parish Council
Poole Alcock
Premier Living
ProDecon
Rotary Club of Nantwich
Shavington & Gresty Drama Group
Shop by the Canal
Socha & Tsinias
Soroptimists
St James the Great Audlem
St Mary's Wistaston
Sugro UK
Trak Global Solutions
Weaver Rotary
Wistaston Community Council
Wybunbury Parish Council

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The logo for Nantwich Town Council is a circular emblem. It has a yellow outer ring with the words "NANTWICH" at the top and "TOWN COUNCIL" at the bottom. Inside the ring is a shield divided into four quadrants of red, yellow, green, and blue, with a black diagonal cross.	The logo for weaver&bomfords consists of the text "weaver&bomfords" in a lowercase, sans-serif font. The ampersand is green, while the other letters are black.
The logo for Cheshire Community Foundation features the words "CHESHIRE COMMUNITY FOUNDATION" in a bold, sans-serif font. "CHESHIRE" and "COMMUNITY" are in white, and "FOUNDATION" is in blue, all set against a black rectangular background.	The logo for ASDA FOUNDATION includes the word "ASDA" in a bold, green, sans-serif font, followed by "FOUNDATION" in a smaller, black, sans-serif font. Below this is the tagline "Transforming Communities, Improving Lives" in a small, italicized, black font.
The logo for Steve Morgan FOUNDATION features a red square on the left containing the text "20 years Changing Lives" in white. To the right of the square is the name "Steve Morgan" in a large, red, cursive script, with the word "FOUNDATION" in a smaller, black, sans-serif font below it.	The logo for Cheshire East Council features a stylized rainbow arching over the words "Cheshire East Council" in a sans-serif font. Below the logo is the tagline "Working for a brighter future: together" in a green, sans-serif font.
The logo for CAF Charities Aid Foundation features the letters "CAF" in a large, bold, orange, sans-serif font. Below this is the full name "Charities Aid Foundation" in a smaller, orange, sans-serif font.	The logo for COMMUNITY FUND features a stylized, black, hand-drawn figure with its arms raised, next to the words "COMMUNITY FUND" in a bold, pink, sans-serif font.

Report of the Independent Examiner
on the Accounts for the Year ended 31 March 2021

I report to the trustees on my examination of the accounts of Nantwich Food Bank for the year ended 31 March 2021 which are set out on pages 7 to 10.

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 Commission under Section 145(5)(b) of the 2011 Act
- 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 next statement.

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.

Signed:

N Clarke

Name:

Natasha M Clarke ACA CTA

**Relevant
professional
qualification or
body:**

Associate of the Institute of Chartered Accountants in England and Wales

Address:

1 Kendal Way, Crewe, CW2 5SA

Date:

8 June 2021

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RECEIPTS AND PAYMENTS ACCOUNT**For the Year ended 31 March 2021**

Previous Year ended 31 March 2020 £		Notes	Unrestricted Funds £	Restricted Funds £	Total £
	<u>Income</u>				
6,000	Grants received		5,000		5,000
19,500	Grants for Specific Purposes	1		27,990	27,990
21,733	Donations		103,709		103,709
	Gift Aid Refund		3,462		3,462
1,611	Trussell Trust	2	469		469
13,415	Fundraising + 200 Club	3	5,497		5,497
18	Interest received		12		12
62,277			118,149	27,990	146,139
	<u>Expenditure</u>				
19,832	Salaries	4	27,557		27,557
3,215	Warehouse Rent	4	3,112		3,112
17,048	Delivery Van	5	3,026		3,026
4,166	Food and Other Supplies		13,955		13,955
2,303	Fuel Poverty Support	6	566		566
	CAB Debt Counsellor	7		6,912	6,912
150	Training		249		249
114	Telephone		439		439
	Printing, Stationery & Computer				
339	Supplies		437		437
350	Postage		91		91
266	Insurances		358		358
1,064	Equipment	8	7,520	6,500	14,020
360	Trussell Trust franchise fees		360		360
785	Volunteers Travel & Subsistence		198		198
327	Sundry Expenses		765		765
	Grants returned	9		8,500	8,500
50,319			58,633	21,912	80,545
11,958	<u>Net Movement in Funds</u>		59,516	6,078	65,594
41,641	<u>Balance of Funds at 1 April 2020</u>		45,099	8,500	53,599
£53,599	<u>Balance of Funds at 31 March 2021</u>		£104,615	£14,578	£119,193

The notes on pages 9 and 10 form part of these accounts.

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BALANCE SHEET**31 March 2021**

31 March 2020 (Restated)		Notes	£	£
£				
	<u>Monetary Assets</u>			
53,599	Bank & Cash Balances			119,193
<u>£53,599</u>				<u>£119,193</u>
	Represented by:			
	<u>Accumulated Fund</u>			
31,641	Balance brought forward			30,099
3,458	Surplus for the Year			59,516
(5,000)	Transfer to Reserve			(15,000)
<u>30,099</u>	Balance carried forward			<u>74,615</u>
15,000	<u>Reserve Fund</u>	10		30,000
	<u>Restricted Funds</u>	1		
6,500	National Lottery			
2,000	Trussell Trust			
	CAF Coronavirus Recovery		5,000	
	Trussell Trust ASDA Grant		<u>9,578</u>	<u>14,578</u>
<u>£53,599</u>				<u>£119,193</u>
	<u>Non-Monetary Assets and Liabilities</u>			
	Fixed Assets for Charity Use			
917	Office Equipment		1,121	
6,480	Storeroom Equipment		8,035	
13,750	Delivery Van		13,750	
	Access Ramp		<u>6,591</u>	
<u>£21,147</u>				<u>£29,497</u>

The notes on page 9 and 10 form part of these accounts.

The Trustees declare that they have approved the Trustees' Report on Pages 2 to 5 and the Accounts and Notes on Pages 7 to 10.

Signed on behalf of the Trustees

David Emery (Chair)

Alan Brown (Treasurer)

Date 16 June 2021

NANTWICH FOOD BANK

Charitable Incorporated Organisation

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Notes to the Accounts for the Year ended 31 March 2021

1 Grants for Specific Purposes (Restricted Funds)

In the course of the year the Trustees have received grants for specific projects as set out here:

	<u>Current Year</u>	<u>Previous Year</u>
<u>For the purchase of a Delivery Van</u>		
Trussell Trust ASDA grant		£11,000
<u>For creation of an Access Ramp</u>		
National Lottery Community Fund		£6,500
<u>For support during the Coronavirus Pandemic</u>		
Trussell Trust		*£2,000
CAF Coronavirus Emergency Fund	£5,000	
Cheshire Community Fund	*£3,250	
Steve Morgan Foundation	*£3,250	
<u>To enable the Food Bank to provide Debt Counselling</u>		
Trussell Trust ASDA grant	£12,852	
Cheshire East Council	£3,638	
<u>Total</u>	<u>£27,990</u>	<u>£19,500</u>

* subsequently returned to the donor charity

2 The Trussell Trust

Each Foodbank in the Trussell Trust network is allocated a proportion of the financial donations given by partner supermarkets based on the weight of donations collected in their stores. In our case this relates to collections at Tesco, Crewe.

3 Fundraising and 200 Club

Owing to the Covid-19 restrictions our fundraising events were cancelled. However, our local community organised a few activities to raise funds for us. Malbank School had a non-uniform day, Ableworld had a dress-down day, Cheshire Scouts donated money from recycling Christmas trees, Nationwide Building Society held a raffle, Snugburys raised money for us on Black Friday, a number of people made and sold craft items and Sainsburys, who nominated us as their local charity of the year in 2019/20 sent us the remainder of the funds they had raised for us.

The 200 Club was closed at the end of December 2019.

4 Jane Emery, a former a Trustee, received a salary as the Food Bank Co-ordinator. Emily Vaughan who acts as the Storeroom Supervisor and receives a salary is also a Trustee. Sue Pritchard, who is also a Trustee, is a part owner of the premises where the Food Bank supplies are stored.

5 Delivery Van

The running costs of the van for the year cover fuel, maintenance and insurance.

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Notes to the Accounts for the Year ended 31 March 2021

6 Fuel Poverty Support

We have continued to make funds available for the alleviation of fuel poverty but at a much reduced rate owing to the Covid-19 pandemic.

7 CAB Debt Counsellor

We have been able to fund the services of a debt advisor provided by the Citizens Advice Bureau owing to grants received from ASDA and Cheshire East Council.

8 Equipment

Owing to the coronavirus pandemic the Trustees have purchased the necessary personal protective equipment to keep volunteers and staff safe. We have also acquired crates and sack trucks for the storeroom and bought new telephone equipment. A specially designed ramp has been installed in order to facilitate and ensure safe access to the storeroom. This is a substantial metal fabrication which has proved its worth since its inauguration. Part of the cost was defrayed by a grant from the National Lottery Community Fund.

9 Grants returned to Donor Charities

At the beginning of the year under review the Trustees applied to a number of charity donors for additional funds so as to avoid shortages in supplies needed for the Food Bank. We anticipated a fall off of the regular donations of food by the public on which we rely. The grants gave us confidence to meet the demands on us which surged considerably. There was an increase in financial support from our local businesses and individuals in the run up to Christmas. In the months of November and December 2020 donations amounted to £40,000. The Trustees made the decision to return the grants received to the donor charities and £8,500 had been repaid before 31 March 2021.

10 Reserve

The Trustees have created a reserve fund in view of the irregularity of the Charity's income and the time needed to take action if income should fall below requirements and to allow an orderly winding-up of the Charity should sources of income cease. It has been increased by a further £15,000 during the year and is held in a dedicated account with the Charities Aid Foundation.

11 Donations in Kind

Thanks to the generosity of the people of Nantwich and district and the collections of food made at "food drops" organised by the Nantwich Food Festival committee and at Tesco, Crewe and at Sainsburys and Morrisons, Nantwich we have received the amount of donations in kind set out here:

	<u>Quantity</u>	<u>Value</u>
Donations received in the Year	61,427 kilograms	£107,498
Food distributed in the Year	57,814 kilograms	£101,174
Stock held at 31 March 2021	10,560 kilograms	£18,480