

## **Annual Report and Accounts for 1st April 2020 to 31st March 2021**

Acts West Wales: Charity Number 1157963: A Charitable Incorporated Organisation.  
Currently operating solely as Pembrokeshire Food Bank  
Grace Court House  
Market Square  
Narberth  
Pembrokeshire  
SA67 7EY

### **Trustees**

Peter Sargent  
Barry James  
Tirzah Redman-Knight.  
Patricia Rogers  
Hayley Archer (from 9/10/21)  
Basil Foraud (from 9/10/21)

Ian Watling (to 27/5/21)

New trustees are appointed by a resolution passed at a properly convened meeting of the existing charity trustees

### **History**

Acts West Wales was created by the Leadership of Grace Church West Wales to enable the church to have a better legal and financial entity to operate some of its charitable work in the community. Acts West Wales registered as a charitable incorporated organisations (CIO) with the Charity Commission in July 2014. The first piece of work it took on was the creation and operation of Pembrokeshire Food Bank with a Trussell Trust franchise. This franchise was transferred from Grace Church to Acts West Wales in April 2015. At present the Foodbank is its sole activity. In the initial development phase, foodbanks were set up in Narberth, Haverfordwest and Letterston. Pembroke Dock Foodbank opened in 2016. In March 2020, Neyland Foodbank opened and Letterston was relocated to Fishguard town.

### **This Year**

In Pembrokeshire, during 2020 - 2021, the latest figures show that 5132 local people received emergency food supplies from Pembrokeshire Foodbank and that 2301 of these were children. This number is an increase compared to the 2019-20 period when 3777 people received emergency food supplies. Covid lock down restrictions and the negative effect on the local tourism economy of which the area heavily relies, were major factors in this rise in demand. Pembrokeshire Foodbank and P.A.T.C.H. a large independent foodbank, have actively collaborate with one another, allowing those in need to redeem food vouchers and access services in any foodbank centre across the county. Indeed, Pembrokeshire undertook to supply PATCH's emergency food parcels whilst they were temporarily closed due to a COVID outbreak.

A partnership between Trussell Trust and Asda has enabled us to successfully bid for a grant for partial funding of staff salaries of which we are in year 2 of 3. This continues to be essential in securing our managerial and administrative capacity, which, year on, is in greater demand than ever before.

## **Activity 2020 / 2019**

Adults Fed 2851 / 2026   Children Fed 2301 / 1751  
Stock received 41,898 kg / 21,497 kg  
Stock distributed 32,560 Kg / 23,491 kg  
Volunteers 40 (active) / 61

During the year under review, the Covid pandemic and subsequent lock down restrictions forced Pembrokeshire Foodbank's network of five branches to rapidly adapt to the developing situation. As a result of the ever increasing restrictions, it had to dramatically scale back its operations, close its cafes to the public, reduce team numbers to the essential minimum, re-work its food distribution and introduce a appointment system for both emergency parcels and Foodshare. This created safe working environments for both volunteers and clients. Each centre continued to remain operational during the crisis and is a credit to the hard work and due diligence of our amazing volunteers. Local schools, businesses and churches continued to provide vital support to the Foodbank network. Clients receive a very generous three day supply of non perishable nutritionally balanced food along with additional Foodshare perishable produce when available. This intervention resolves the immediate issues of hunger. They are also offered support and guidance on where to find further expert help to help resolve the contributing issues that created the food crisis. Major supermarkets including TESCO, MORRISON & ASDA continued to be significant supporters and donors over this difficult period.

As well as providing emergency food, Pembrokeshire Foodbank provides essentials like toiletries, cleaning and laundry supplies and pet food to individuals who are struggling, as well as signposting them to other services in the local area. Pembrokeshire Foodbank, continues partnering with the Fare-Share Charity. Through this initiative, good food destined for waste is sent to charities and community groups who transform it into nutritious meals. In addition, surplus perishable food can be taken, free of charge and no food voucher is required. The food redistributed is fresh, quality and in date surplus from the food industry. Pembrokeshire Foodbank is thankful to many local food shops, as well as TESCO & CO-OP, our main partners, for their ongoing commitment and provision to this scheme. Fare-Share food is available at all five Foodbanks during their opening hours. Covid compliance has been met by pre bagging a selection of items and closely managing the distribution. Many restaurant and catering businesses contacted us in the early weeks of lock down, offering food stock for further re distribution. Our collaboration continues between businesses, Foodbanks and Community Fridges to reduce food waste and support the community.

The Trustees are grateful to the Foodbank management team and the amazing band of able volunteers across Pembrokeshire who week by week enable people to get access to good quality emergency food supplies and allowed the Foodbank network to remain open throughout the Covid crisis. The trustees extend their thanks to Bethesda Baptist Church in Neyland, Hill Park Baptist Church in Haverfordwest, Bethel English Baptist Church in Fishguard, Bethel Baptist Church Pembroke Dock and Grace Church Narberth for hosting Pembrokeshire Food Bank rent free.

### **Pembrokeshire Foodbank opening times and locations :**

Haverfordwest: Hill Park Baptist Church Tuesdays 10am - 1pm  
Narberth: Grace Court House Wednesdays 10am - 1pm  
Fishguard: Bethel English Baptist Church Thursdays 10am - 1pm  
Pembroke Dock: Bethel Baptist Church Thursdays 10am - 1pm.  
Neyland: Bethesda Baptist Church, Tuesdays 10am -1pm

**Peter Sargent**  
**Chair Of Trustees, Acts West Wales**  
**23rd November 2021**

**Acts West Wales Annual Report and Accounts  
for 1st April 2020 to 31st March 2021  
Charity number: 1157963**

**Acts West Wales**  
**ANNUAL REPORT AND INDEPENDENTLY**  
**EXAMINED ACCOUNTS - CONTENTS**

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**Acts West Wales**  
**CHARITY INFORMATION**  
**1st April 2020 to 31st March 2021**

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**Registered Office**

Grace Court House  
Market Square  
Narberth  
SA67 7AU

**Accountants**

Easy Accounting Services Ltd  
Unit 3  
Narberth Bridge Business Park  
Narberth  
Pembrokeshire  
SA67 8RA

## Independent Examiner's Report to the Trustees of Acts West Wales

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I report on the accounts for the year ended 31<sup>st</sup> March 2021, which are set out on pages five and six.

### **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 have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept as required by section 130 of the Act; or
2. That the accounts do not accord with those records; or
3. That the accounts do not comply with the accounting requirements of the Act; or
4. That there is further information needed for a proper understanding of the accounts.

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Easy accounting Services Ltd  
Unit 3  
Narberth Bridge Business Park  
Narberth  
Pembrokeshire  
SA67 8RA

Date: .....

**Acts West Wales**  
**1st April 2020 to 31st March 2021**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

ACTS West Wales

1157963

**Receipts and payments accounts**

**CC16a**

For the period  
from

01/04/2020

To

31/03/2021

**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 £
<b>A1 Receipts</b>					
Donations	59,084	-	-	59,084	-
Grant income	-	43,776	-	43,776	-
Handful of rice	9,026	-	-	9,026	-
Gift aid	-	3,697	-	3,697	-
Interest Received	-	206	-	206	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>68,110</b>	<b>47,679</b>	<b>-</b>	<b>115,789</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>68,110</b>	<b>47,679</b>	<b>-</b>	<b>115,789</b>	<b>-</b>
<b>A3 Payments</b>					
Wages and salaries	11,599	12,560	-	24,159	-
Travel	6,576	1,323	-	7,899	-
Telephone	1,104	-	-	1,104	-
Stationery and Printing	523	-	-	523	-
Subscriptions	141	-	-	141	-
Insurance	553	-	-	553	-
Repairs and maintenance	3,423	-	-	3,423	-
Sundry expenses	87	-	-	87	-
Legal and professional fees	35	-	-	35	-
<b>Sub total</b>	<b>24,041</b>	<b>13,883</b>	<b>-</b>	<b>37,924</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Equipment expensed	1,273	17,655	-	18,928	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,273</b>	<b>17,655</b>	<b>-</b>	<b>18,928</b>	<b>-</b>
<b>Total payments</b>	<b>25,314</b>	<b>31,538</b>	<b>-</b>	<b>56,852</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>42,796</b>	<b>16,141</b>	<b>-</b>	<b>58,937</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	62,549
<b>Cash funds this year end</b>	<b>42,796</b>	<b>16,141</b>	<b>-</b>	<b>58,937</b>	<b>62,549</b>

**Acts West Wales**  
**1st April 2020 to 31st March 2021**

**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 £
<b>B1 Cash funds</b>	Bank account balance	90,148	31,338	-
		-		-
		-	-	-
	<b>Total cash funds</b>	<b>90,148</b>	<b>31,338</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	