



Annual Review and Accounts
For the year ending 31st March 2021

Registered Charity No. 1158413

Charitable Incorporated Organisation
Trustees' Report for the period ended
31st March 2021

The Trustees present their Annual Report and Financial Statements for the period ended 31st March 2021

The Charity

This is constituted as a Charitable Incorporated Organisation and not having a share capital.

The principal governing document is the CIO Foundation Model.

Charity Number

The charity is registered with the Charity Commission No. 1158413

The Principal and Registered Address

The Gospel Mission Church

Tanners Street

Faversham

Kent

ME13 7JL

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1. Objects

The Objects of the charity are to relieve persons in Faversham and surrounding areas who are in conditions of need, hardship, or distress in such ways as the trustees from time-to-time think fit.

2. Public Benefit Statement

The trustees of the Faversham Foodbank confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regard to the Charity Commissioner's guidance on public benefit and that the public benefit requirement has informed the activities of the society in the period to 31st March 2021.

3. Board of Trustees

The Trustees are the members of the Charity. The original three trustees were appointed for four, three and two years respectively. The Board of Trustees recruit and appoint future trustees in accordance with the Charity's Constitution.

Members of the Board of Trustees during the year are listed below.

Charlie Hendry - Chair (resigned 28.03.21)

Tim Bishop – Treasurer/Secretary (one year remaining)

Iris Neel (up for renewal)

Dominic Man (up for renewal)

Peter O'Keeffe (up for renewal)

Bethany Munn (three years remaining) (appointed Chair post year end on 22.04.21)

Sue Lamberton (appointed: 11.2.21 for three years)

Hannah Perkin (appointed: 11.2.21 for three years)

Laura Conium (appointed: 11.2.21 for three years)

The board of trustees were informed in February 2021 that Chair of Trustees Charlie Hendry would step down on 28th March 2021. The board acknowledges the work and dedication that Charlie gave to Faversham Foodbank and thank him greatly. Before leaving Charlie asked the board to find a successor. The board were pleased to appoint an existing trustee, Bethany Munn, as Chair on 22nd April 2021 for a term of three years

4. Advisors

Bank: Lloyds Bank plc
High Street
Whitstable
CT5 1BH

Insurers: Zurich Insurance

Accountants: Stephen Hill Mid Kent limited
31-33 Albion Place
Sittingbourne Road
Maidstone
ME14 5DZ

5. Related Organisations

Faversham Foodbank is part of the Trussell Trust network and subscribes to the aims and mission of that charity. In return for the annual subscription, we receive guidance, training and advice, The Trussell Trust produces an Operating Manual and operates a Data Collection System online which benefits both ourselves and the Trussell Trust.

6. Activities and Performance

In setting its objectives and planning its activities the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

The Faversham Foodbank is registered with the National Charity The Trussell Trust.

It was a vision of Churches together in Faversham, it evolved from December 2013, was formed in February 2014, and opened its doors to the public on April 9th, 2014

Funds are raised through local churches, individual gifts, regular giving, fundraising activities, and grants.

Covid-19 Coronavirus

The impact of Covid-19 coronavirus changed so much for our community and as a result the foodbank had to adapt and change too. As mentioned in last year's annual review, March 2020 saw immediate and decisive action taken to ensure the safety of our community and volunteers. Throughout the year we maintained two principal practices of handwashing and social distancing in both distribution and warehouse teams. This meant that the decision to limit the number of volunteers working remained in place. Both distribution and warehouse teams kept to a strict and highly managed group of volunteers of whom the board of trustees wish to recognise their thanks at this time, as it was their commitment to the community that allowed the foodbank to remain working and open. Despite the significant reduction in volunteers, it is to be noted that the clear practices and policies set out early in the pandemic ensured that the health and safety of volunteers and clients alike was maintained throughout the year.

Clear and practical information was continuously distributed to staff and to the public concerning the new operating protocols for the Foodbank. In addition to this, with kindness and permission from the Gospel Mission, we placed two hand sanitation dispensers at the entrance of the Gospel Mission Hall. We continued to take advice and listen to the national support

network set up by Trussell Trust which proved helpful during such uncertain periods during the year. As such, guidance changed during the year regarding the legal mandate for mask wearing, and the foodbank, with immediate effect, asked all volunteers and client to wear masks (unless medically exempt). This requirement will not change upon national mandates, but on the collaborative decision between the management team and trustees upon covid-19 review going forward. At this point I would like to thank suppliers locally Mulbery Leather, Swale Borough Council Environmental Health Department and Morrison's Faversham who donated masks, visors and hand sanitiser for volunteers and clients.

During this year the foodbank continued to provide a delivery service that was set up as part of the covid-19 response plan. Such service proved vital for those most vulnerable in our community and as such it was agreed to continue the service. From this decision the trustees have agreed the use of funds to purchase an electric van that can be used for deliveries within the community and in transporting stock from the Macknade warehouse to Gospel Mission warehouse.

With a year to reflect upon, we can clearly say with pride that the careful, decisive action and planning of covid-19 response policies not only sustained but once again kept our community and volunteers safe with no recorded instances of covid-19 and the trustees would like to thank Stephen, Hannah, Team leaders and the volunteers for upholding these practices and giving up so much of their time at a risk to themselves.

Staffing Changes

During the year the trustees maintained their decision to defer recruitment of permanent staff for both Project and Warehouse Manager positions.

Post year end Stephen Palmer was appointed permanent Project Manager (part-time) with effect from 1st August 2021. After Hannah Douglas (interim project manager) resigned with effect from 30th June 2021, a recruitment process was undertaken which resulted in the appointment of David Stevens as Warehouse Manager (part-time) on 1st October 2021.

Other Matters

Clients with vouchers attend one of the two days we are open and are given sufficient food for three days, the amount depending on how many children and adults there are in the family. The foodbank maintained practice as usual despite many changes, remaining open on Wednesday and Friday afternoons. During the busy December period the opening hours were extended by two hours.

We continue to send gracious thanks to Faversham Gospel Mission Church for their kindness once again this year in allowing us to remain rent free. With a need for additional space and shelving, they have also graciously provided a second smaller room as an office allowing us to make maximum use of the distribution warehouse space.

We currently work with 28 agencies who distribute client vouchers and the introduction of the e-referral system by Trussell Trust in early 2020 was put fully in place as standard suggested practice for referral during April 2021. The impact of covid-19 on our referral agencies has continued and with The Citizens Advice Bureau and Age UK remaining closed for most of the year, the majority of our vouchers were issued by Faversham Salvation Army with the other local churches also being top referrers. We continue to recognise the significant impact Covid-

19 had on all our referral agencies and we will work closely with them as they reopen to ensure and maintain our work together.

In January 2021 the foodbank joined in partnership with local restaurant business The Yard to offer fresh fruit and vegetable produce to our clients. Working on meeting objectives for the year of stewarding our finances appropriately and ensuring the highest quality food provision for our clients, this partnership allows families to receive fresh fruit and vegetables that may not normally be financially optional to them. Clients with a voucher and a ME13 postcode can receive either a standard box which includes fruit and vegetables or a 'plus' box which adds bread, milk, eggs and cheese, the boxes are then delivered by the team at The Yard after they are notified of the weeks clients. This partnership took a few months to iron out good practices and sustainability for both sides but we are now extremely happy with this work and look forward to maintaining it in the future.

From April 2020 - March 2021, 729 vouchers were given out by agencies to clients and redeemed at the Centre, which was an increase of 36.2% on the previous year. These vouchers fed 2,276 people (1,279 adults and 994 children) a 45% increase on the previous year. The two main reasons for attending the foodbank were low income and benefit delays.

22,790.8 kg of food was distributed during the year with the closing stock level being 9,031.05 kg (up by 228 kg from the previous year end).

7. Staff & Volunteers

The foodbank employs two members of staff part-time (interim held positions during the year but now permanent) The Project Manager operates the running of general operations of the foodbank with particular focus on the distribution side. The Warehouse manager reports to the project manager and is responsible for the warehouse volunteers and operations. There are currently over 70 volunteers on our database, the majority of whom started a phased return at the beginning of March 2021. Due to the significant changes in operations all new staff are being retrained and supported in feeling comfortable in returning. We hope that by the next period end all able volunteers will have returned to active volunteering. Safeguarding training and ongoing training will now be given throughout the year to support volunteers and ensure the best outcome for our clients.

8. Financial Performance

In addition to the ongoing financial support provide by grant making bodies and Tesco, the generosity of individuals, churches and community groups in supporting the Foodbank during the year by making one-off and/or ongoing donations was, quite frankly, staggering. With the exception of the fresh food initiative which began in January, the only significant expenditure was on salaries and as a result our cash and bank balances at the end of the year totalled £76,582, up from £24,366 at the start of the year.

The trustees took the decision to consider carefully and at length what initiatives the Foodbank should adopt to ensure these additional funds can be used most effectively to benefit our clients and a strategy is now being finalised in this respect.

9. Financial Management, Risk Analysis and Reserves Policy

The financial management of the Foodbank is in the hands of the Trustees who review the financial position on a regular basis when the Treasurer or Chair reports details of cash receipts and payments at quarterly Trustee Meetings. The management team is kept informed at their regular meetings.

The trustees agreed that the foodbank would continue a Reserves Policy under which the potential running costs of the Foodbank for 12 months should be held considering all potential risks including

- Loss of Rent-Free Premises for The Foodbank Centre and Store
- Loss of Rent-Free Premises for The Warehouse
- Staff long term illness
- Loss of income from Standing Order income (Regular Giving) due to ageing donors
- A contingency for unforeseen risks.

It was agreed during the year that the sum of approximately £22,000 would therefore continue to be adequate. Both this figure and the Policy generally will be reviewed regularly and as the fresh food initiative continues and others are implemented it is likely that this sum will need to be increased.

10. Donated Goods

The Statement of Financial Activities includes the estimated value of food that has been donated and used by the Faversham Foodbank. The estimated cost of food has been calculated by weight at an average retail cost of £1.75 per kilogram.

The figures for stock weight are as follows.

C/fwd.	7,910.38 kg	31st March 2020
Food in	23,352.07 kg	31st March 2021
Food out	22,790.8 kg	31st March 2021
Food in hand	9031.05 kg	31st March 2021

11. Thanks & Acknowledgements

Writing this for the end of period 2020-2021 it is important to acknowledge and thank all those who have worked and supported Faversham Foodbank since its start seven years ago, but particular acknowledgement goes during this period with the ongoing covid-19 pandemic. The Foodbank is indebted to its staff and volunteers and to the community for its continued support with food and monetary donations.

This report was approved by the trustees and signed on their behalf by

A handwritten signature in black ink, appearing to be 'bm' with a large loop at the start and a wavy line at the end.

Bethany Munn
Chair of Trustees, Faversham Foodbank

Date: 09-11-2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
FAVERSHAM FOODBANK**

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages four to ten.

Responsibilities and basis of report

As the charity's trustees (and also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; 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.



Peter Shillinglaw FCA
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Sittingbourne Road
Maidstone
Kent
ME14 5DZ

13 October 2021