



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day15	Month05	Year2021		Day14	Month05	Year2022

## Section A Reference and administration details

Charity name KIDDERMINSTER FOODBANK

Other names charity is known by

Registered charity number (if any) 1159223

Charity's principal address Unit 9 Swan Shopping Centre

Blackwell Street

KIDDERMINSTER

Postcode DY10 2DP

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	ANDREW MANN-RAY	CHAIR	15.05.21- 03.02.2022	
2	MAUREEN LEWIS	SECRETARY		
3	NICHOLAS COLLISON	TRUSTEE		
4	DENISE CARSON	TREASURER		
5	PETER EDWARDS	TRUSTEE		
6	TIM WILLIAMS	TRUSTEE		
7	JUDITH FORD	TRUSTEE		
8	DAVID HILDRED	TRUSTEE	03.01.2022-15.05.2022	
9	PETER HOLDEN	TRUSTEE	24.02.2022-15.05.2022	
10	GRAEME ANDERSON	TRUSTEE	24.02.2022-15.05.2022	
11	DENISE CARSON	CHAIR	03.02.202 –15.05.2022	
12				
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year



**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	INITIAL TRUSTEES APPOINTED BY STEERING COMMITTEE 'CHURCHES TOGETHER IN KIDDERMINSTER', NEW TRUSTEES REPLACED BY ELECTION

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Originally Foodbank number 188 under the umbrella of the wider Trussell Trust Charity, and registered under 'Churches together in Kidderminster' in May 2013.  
Became independently registered in November 2015 as 'Kidderminster Foodbank', but remains a franchisee of Trussell Trust and within the organisational structure of it's policies and procedures.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the CIO is to relieve persons in the district of the Wyre Forest and the surrounding areas that are in financial hardship in such ways as the Trustees from time to time think fit, in particular, but not exclusively: by providing emergency food, essential toiletries and household items to individuals and families in need of/or for distributions by charities or other organisations working in Britain to prevent or relieve poverty. Such other means, including (but not limited by) the provision or signposting to relevant information and other advisory services.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In setting our objectives and planning our activities, Trustees have given careful consideration to the Charity Commission public benefits guidance. The Foodbank is required to operate within the legal constraints commonly associated with a small business, plus those required by the Charity Commission. These include the Health & Safety at Work Act 1974, the storage of food as laid down by the Environmental Health and Food Standards Agency, insurance to cover the activities of the charity - public, product and building and contents insurance.

Kidderminster Foodbank is a volunteer-staffed, Christian-based charity, open to all who need food, and are going through a crisis. We are open 2 days a week, Wednesday and Friday, and we service towns throughout the Wyre Forest and adjoining areas, including within Staffs and Shropshire.

90% of the food we receive is donated by the public either directly to us via churches, schools, local businesses, voluntary organisations and individuals, or from other outlets such as donation boxes at supermarkets. The food is collected, dated and stored rotationally. The Foodbank is open on Monday afternoons to receive the donations.

Shortages are covered by buying-in as necessary, using the Foodbank's finances; money which has been donated by the public.

3 days' food supply is provided for each person, using a referrer Voucher Scheme patented by the Trussell Trust. Everyone who comes to the Foodbank has been referred by a frontline care professional/agency ensuring that the need is genuine

The food is bagged up and given to the person, using a picking system, to ensure they have a well-balanced variety of ambient food sufficient to help them through an immediate crisis. When available, they are offered fresh food, which has been stored in the correct way, in accord with Food Standards. (In ordinary times) they can be given up to 3 more vouchers by the referral agent over a 6 month period, if they are considered to be in need for longer. (COVID and cost-of-living crisis periods mean this has often been overridden by referrers.) We have no paid staff, but all volunteers undertake a training in Health and Safety, Manual Handling and Safeguarding.

The Trussell Trust provide a data system, which provides us with the printed vouchers and enables us to keep a safe record of figures and clients details, and ensures as far as possible that the methods we use are safe and efficient according to Data Protection legal requirements. We have also begun to use e-referrals with passwords, to improve Data Protection. We are registered with the ICO.

**Additional details of objectives and activities (Optional information)**

The Foodbank continues to be staffed entirely by volunteers. There are currently 39 volunteers undertaking a variety of roles, including collecting donations from local supermarkets, sorting food, face to face contacts and all the administrative duties that are necessary.

Because of building deterioration and safety concern, the Foodbank was required to vacate its premises in Baxter Church in Sept. 2021. This move, to shop premises in the Swan Centre, was a challenging time and our volunteers rose to the occasion. Without these volunteers the Foodbank would not exist and a huge thank you goes to each and every volunteer.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

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## Section D

## Achievements and performance

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### Summary of the main achievements of the charity during the year

Since our last report we have fed 3916 people - 2460 adults and 1516 children in the Wyre Forest area.

This figure is very slightly lower than last year. During the Covid-19 pandemic, and during the lockdown, the Foodbank continued to operate, making adjustments to how the service was delivered as national rules and guidelines changed. Children were not having school dinners, and parents were unable to buy sufficient extra food on reduced incomes as a result of being furloughed or unemployed. The introduction of the Government's benefit upgrade of £20 a week helped, but this was only a stopgap, and we knew we needed to be prepared for more clients when that came to an end.

Clients continue to be referred by registered Referral Agents such as Citizens Advice, Local Authority, schools and the Jobcentre. This referral process enables the Foodbank to know that clients are in genuine need and also gives clients access to services that are able to help with underlying problems such as benefit delays, budget management and debt etc. So we continue to reach out and to help clients. We were only able to open twice a week, with most of our volunteers having to self-isolate, though food donations continued to increase, thanks to Tesco, Sainsburys, Co-op and Morrisons supermarkets and the community who have greatly increased their support via the many dropping-off points. Food donations weighed in at 47,309 kgs with 47,478 kgs given out to clients. The Foodbank is amazed and extremely grateful for the generosity of local people and organisations who donate food. We continue to spend some money topping up with some more essential things.

The activities of the Foodbank were severely affected with the lockdown and, even with the restrictions lifted, it has not been possible to go back to opening 3 days a week. In the summer of 2021 it had become apparent that the Foodbank had outgrown the space available in Baxter Church and the search for new premises began. This research was not very successful, available premises were either unsuitable or too expensive. In the same period structural issues were identified at the church. This initially meant that clients were not allowed onto the premises, but the Foodbank continued to operate. At the end of August 2021 the local authority issued a health and safety notice that Baxter Church had to close with immediate effect. The Foodbank was forced to close for a 2-week period. During this time alternative premises were found in the Swan Centre and the Local Authority provided a Covid-based grant for 1 year's rent and VAT so the Foodbank re-opened on the 17<sup>th</sup> September 2021. We also needed to rent a commercial storage unit for the excess of stock.

The main benefit of moving to new premises was that the Foodbank was the sole occupant and no longer had constraints on how the service operated. However the Foodbank is extremely grateful to Baxter Church for the support, encouragement and help it has provided over the past 10 years. We are pleased to report that, at the end of this reporting year, the Foodbank has settled in well into the new premises. With the present financial 'cost-of-living' crises, it seems likely that we will need to be there for the next few years.

### Future plans

In September 2022, after a number of financial discussions and considerations, the Trustees re-negotiated a 5-year lease (with a 3-year break clause) with the Swan Centre landlords. This enables the Foodbank to continue to meet our charity's aims and objectives.

## Section E Financial review

### Brief statement of the charity's policy on reserves

Looking ahead, with our forecast rent from September 2022 of £25,647 p.a. we should need between £3000 and £3500 per month to cover regular outgoings. In spite of this expenditure increase, and the need to buy in more food, with our current balance of £112,836, we believe we are able to sustain operations at the current level for the 3 years to the lease break-point. This takes into account the increase in financial donations (many by standing orders and gift aid) and greater reliance on external fundraising and grants, which will enable Foodbank to ring-fence 3 years of rent costs.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal sources of funds are from churches and societies, businesses, organisations, trusts and individuals We do some external fund-raising. We have a website and we use social media to update potential donors about our shortages and immediate needs.

In order to support the key objectives of our charity, our major expenditure is on renting the premises for the Foodbank and buying-in food supplies when we are short. Other small administrative costs are insurance, office equipment and transport expenses (we cover the mileage costs for volunteers routinely picking up the food from donors).

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Peter Holden	Maureen Lewis
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	17/1/2023	

## Kidderminster Foodbank Accounts 2021- 2022

Description		2021/22 £	2020/21 £
<b>INCOME</b>	note		
Schools		0.00	1,188.24
Personal / anon		20,146.00	32,955.50
Council	1	18,450.00	3,000.00
Churches		1,829.40	1,165.90
Other sources / community		1,987.85	4,651.77
Frayne / Trussell Trust (Grantham)		4,124.49	2,355.55 (TT & Frayne)
Solicitors		962.50	3,000.00
Other organisations	2 / 3	5,573.00	4,595.96
Gift Aid		3,843.82	1,063.04
Lions, rotary, masons, r table		1,250.00	3,668.32 (Masons)
Memorial gifts		0.00	1,095.00
Misc			6,736.72
Anon CAF		10,458.99	
<b>TOTAL INCOME</b>		<b>68,626.05</b>	<b>65,476.00</b>
<b>EXPENDITURE</b>			
Supplies for distribution	4	3,704.16	3,250.87
Communications	7	1,159.40	1,059.68 BT
Trussell Trust Payment		0.00	720.00
Taxis/ bags/trolleys			911.42 (+ taxis & trolleys)
Bags	5	480.00	
Taxis / fuel	5	2,281.98	
Transport			1,408.00 (Transport)
Insurance		249.01	249.01
Sundry payments			1,265.46 (Sundry payments)
Storage Hire		681.73	
Cellar refurbishing			6,709.49 (Cellar refurb/shelves)
New premises costs	8	2,694.42	
Rent to Baxter			8,420.00 (Baxter rent)
Rent to Swan Centre Ltd.	6	18,011.21	
Office / coms			1,719.10 (Office & Comms)
Office	9	489.02	
B Gas & misc	10	1,162.46	
<b>TOTAL EXPENDITURE</b>		<b>30,913.39</b>	<b>25,713.03</b>
Income		68,626.05	65,476.00
Expenditure		30,913.39	25,713.03
Excess of income / expenditure		<b>37,712.66</b>	<b>39,762.97</b>
bal b/f from previous year		75,103.97	35,341.00
<b>Bal c/f to next year</b>		<b>112,816.63</b>	<b>75,103.97</b>





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Kidderminster Foodbank

**On accounts for the year  
ended**

April 30<sup>th</sup> 2022

**Charity no  
(if any)**

1159223

**Set out on pages**

1 & 2

(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 30/04/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

11.11.2022

**Name:**

Alan Robert Green

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

Treasurer Baxter United Reformed Church  
c/o Trinity Methodist Church  
Kidderminster, 3 Trinity Fields, Kidderminster DY10 2JL

**Address:**

187 Henwick Road

Worcester

WR2 5PG

Only complete if the examiner needs to highlight 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.**