



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	15	05	2022		14	05	2023

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	Peter Holden	Chair	29.11.22 – 15.5.23	
2	Maureen Lewis	Secretary		
3	Abigail Holland	Treasurer	16.1.23 – 15.5.23	
4	Denise Carson	Trustee	**	
5	Peter Edwards	Trustee	15.5.22 – 5.12.23	
6	Tim Williams	Trustee		
7	Judith Ford	Trustee	15.5.22 – 25.5.22	
8	David Hildred	Trustee		
9	Graeme Anderson	Trustee		
10	Melanie Bailey	Trustee	11.5.23 – 15.5.23	
11	** Denise Carson	Chair	15.5.22 – 29.11.22	
12				
13				
14				
15				
16				
17				
18				
19				

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 and following subsequent retirements.

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, or for distribution by charities or other organisations working in Britain to prevent or relieve poverty; and by such other means, including (but not limited by) the provision of access to 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 & contents insurance.

Kidderminster Foodbank is a volunteer-staffed, Christian-based charity, open to all who need food, and are going through a crisis. It is open 3 days a week: Monday, Wednesday and Friday, and serves towns throughout the Wyre Forest and adjoining areas, including within Staffs, Shrops & Worcs.

A very large percentage of the food received 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.

Shortfalls 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 front line 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. The foodbank makes fresh fruit and vegetables routinely available; this is stored in the correct way, in accord with Food Standards. The foodbank offers meat vouchers to clients, redeemable at a nearby butchers. The foodbank has 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 facilitates printed vouchers and enables us to keep a safe record of figures and clients details, and ensures as far as possible that the methods used are safe and efficient according to Data Protection legal requirements. The foodbank routinely use e-referrals with passwords, to improve Data Protection, and is registered with the ICO.

Additional details of objectives and activities (Optional information)

There are currently 38 listed and approved 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.

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Since our last report we have fed 6597 people - 4063 adults and 2534 children in the Wyre Forest area.
This figure is very slightly lower than last year (a pandemic year) and the past year can be characterised as a post-pandemic spell.

Food donations weighed in at 62,012 kgs with 58,872 kgs given out to clients. The Foodbank remains extremely grateful for the generosity of local people and organisations who donate food and money. We spend some money topping up with essential things and to fund the meat vouchers.

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. We continue to reach out and to help clients and resumed 3-day per week opening (post lock-down) from (date)

We are pleased to report that, at the end of this reporting year, the Foodbank remains settled in the new premises within the terms of a 5-year lease (commenced September 2022; break-clause at Sept 2025). This enables the Foodbank to continue to meet our charity's aims and objectives.

The present, enduring financial 'cost-of-living' crises and very high levels of continuing demand indicate the foodbank will need to continue in business for the next few years.

Future plans

In January 2023 the current volunteer Project Managers (three people sharing the task) gave notice to trustees of their intention to retire by the end of this calendar year (i.e. December 2023).

The trustees noted with gratitude the lengthy and diligent committed service these individuals have given.

The trustees are in the process of recruiting a person/people to take on this role, have approached current volunteers, have advertised via our Facebook page, and have committed, if at all possible, to have in place a new Manager by September 2023.

The trustees have kept open the notion of employing a paid Foodbank Manager if their efforts to recruit a volunteer to the post do not bear fruit.

Section E

Financial review

Brief statement of the charity's policy on reserves

Looking ahead, we anticipate requiring between £3000 and £3500 per month to cover regular outgoings. A reserves policy is in place to ensure the foodbank can meet these costs to the end of the lease. Despite a general expenditure increase, with our current balance of £140,093 we believe we are able to sustain operations at the current level for the 2½ 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.

The trustees intend working with Trussell Trust to obtain access to other sources of grant funding.

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	19 th Feb 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Kidderminster Foodbank

1159223

Receipts and payments accounts

CC16a

For the period
from

01/15/22

To

30/04/2023

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 £
A1 Receipts					
Anon CAF	11,000			11,000	10,459.00
Personal / Anon	29,974			29,974	20,146.00
Just Giving	21,223			21,223	
Community / Other	8,428			8,428	3,237.85
Council	450			450	18,450.00
Businesses	6,334			6,334	5,573.00
Grants Trussell/memorial	19,890			19,890	5,086.50
Churches	1,127			1,127	1,829.40
Gift Aid				-	3,843.82
	-	-	-	-	-
Sub total (Gross income for AR)	98,426	-	-	98,426	68,625.57
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	98,426	-	-	98,426	68,625.57
A3 Payments					
Food / Supplies	32,504	-	-	32,504	4,184.16
Taxis	2,248			2,248	2,281.98
Mileage	1,242			1,242	-
Energy	1,092			1,092	1,162.46
Legal & Professional	2,756			2,756	
Insurance	249			249	249.01
Rent & Service Charges	17,444			17,444	18,011.21
Building Maintenance	1,527			1,527	2,694.42
Bank Charges	187			187	
Training	720			720	-
Clothing	371			371	-
Office Supplies	537			537	1,648.42
Storage Hire					681.73
	-	-	-	-	-
Sub total	60,878	-	-	60,878	30,913.39
A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	60,878	-	-	60,878	30,913.39
Net of receipts/(payments)	37,548	-	-	37,548	37,712.18
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	112,816	-	-	112,816	75,103.97
Cash funds this year end	150,364	-	-	150,364	112,816.15

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 £
B1 Cash funds	HSBC Account	150,365	-	-
		-	-	-
		-	-	-
	Total cash funds	150,365	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the
accounts

Section A

Independent Examiner's Report

Report to the trustees	Kidderminster Foodbank		
On accounts for the year ended	April 30 th 2023	Charity no (if any)	1159223
Set out on pages	1&2 <small>(remember to include the page numbers of additional sheets)</small>		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2023.</p> <p>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").</p> <p>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.</p>		
Independent examiner's statement	<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p>		
Signed:	<i>T. Herriott</i>		Date: 2 February 2024
Name:	Mr Tim Herriott		
Relevant professional qualification(s) or body (if any):	ACA		
Address:	15 Briarsleigh, Wildwood Stafford ST17 4QP		

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Oct 2018



CHARITY COMMISSION
FOR ENGLAND AND WALES

Kidderminster Foodbank

1159223

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		-	-	-
		-	-	-
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			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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			-	
			-	
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FOR ENGLAND AND WALES

Independent examiner's report on the
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