



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	15	05	2023		14	05	2024

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

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		
2	Maureen Lewis	Secretary		
3	Abigail Holland	Treasurer		
4	Graeme Anderson	Trustee		
5	David Hildred	Trustee		
6	Melanie Bailey	Trustee		
7	Tim Williams	Trustee	15.5.23 – 14.9.23	
8	Denise Carson	Trustee	15.5.23 – 5.2.24	
9				
10				

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)

Nina Price, Foodbank Manager

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: advertising following skills audit.

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 as a CIO charity [no: 1159223] in November 2014 as 'Kidderminster Foodbank'.

Remains a franchisee of Trussell Trust and within the organisational structure of it's policies and procedures.

Engages 47 volunteer workers; 1 salaried, two-year fixed-term Foodbank Manager; and 1 sessional Duty Manager.

Trustees are particularly alert to their responsibilities as employers and the processes required legally.

Foodbank Manager and Chair of Trustees liaise online and face-to-face with main/key referral agency leads.

Foodbank Manager attends local 'Foodbank Forum'

Foodbank Manager and Chair have initiated local network with other food-providers.

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 who 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 objectives and planning 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, full insurance to cover the activities of the charity.

Kidderminster Foodbank employs a paid Foodbank Manager (from November 2023) and engages a paid ‘Session Duty Manager’ (from March 2024). It is, otherwise, a volunteer-staffed, Christian-based charity, open to all who need food and in crisis. It is open 3 days a week: Monday, Wednesday and Friday, and serves towns throughout the Wyre Forest and adjoining areas, including within Worcestershire, Shropshire and South Staffordshire.

On average approx. 75% 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.

In addition on average approx. 25% of food given out is acquired by buying-in as necessary, using the foodbank’s finances: grants obtained, along with money donated by the public, businesses, etc.

Three days’ food supply is provided for each person/family, using a referrer Voucher Scheme patented by the Trussell Trust. All beneficiaries must be referred by a frontline care professional/agency so as to establish genuine need.

The food provided aims to ensure a well-balanced variety of ambient food is offered to help clients through an immediate crisis.

The foodbank also provides fresh fruit and vegetables; this being stored in accord with Food Standards. The foodbank offered meat vouchers (redeemable at a nearby butchers) to clients until mid-May 2024, but has halted this scheme.

The Trussell Trust provide a data system, which facilitates printed foodbank vouchers and enables trustees 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 47 listed and approved volunteers undertaking a variety of roles, including: collecting donations from local supermarkets, sorting food, face-to-face contacts, administrative duties, social media management, etc.

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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Achievements and performance

Summary of the main achievements of the charity during the year

In the year to 15.5.24 the foodbank fed 8,139 people – 5,077 adults and 3,062 children in the Wyre Forest area.
This figure is higher than last year and represents a high-water mark in local demand on the service.

Food donations weighed in at 63,540 kgs (of which 16,600 kgs was purchased) with 67,544 kgs given out to clients. The foodbank remains extremely grateful for the generosity of local people and organisations who donate food and money.

Clients continue to be referred by Trussell Trust-registered Referral Agents In Wyre Forest our referrers include: Citizens Advice, Wyre Forest DC, Probation Service, Cranstoun [drug project], health centres & Social Prescribers, schools, churches, Nightstop.

In February 2024 central government prevented Jobcentre Plus staff issuing foodbank vouchers. Their proposed alternative did not include any assessment of need, merely signposting. While Jobcentre Plus referrals amounted to approx one-third of the yearly total, the foodbank confirmed with Jobcentre Plus management it would no longer accept referrals from Marc 2024. This does not appear to have had a significant impact upon numbers of vouchers presented at the foodbank; clients are likely to have sought help via other referral agencies.

At the end of this reporting year, the foodbank remains settled in the town-centre 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

The trustees decided in June 2023 to create a paid Foodbank Manager post with the explicit aim to develop and enhance the foodbank's service and its 'more than food' offer.

The previous volunteer Project Managers (three people sharing the task) stepped-down respectively in July 2023 and late September 2023. The latter at short notice.

The recruitment process for the paid post during the early summer of 2023 had not, at that time, secured a paid Manager. The trustees agreed a temporary arrangement whereby the Chair of Trustees along with a past volunteer manager managed the day-to-day running of the foodbank until the current Foodbank Manager was appointed in November 2023.

The trustees remain committed to their aim of developing the services the foodbank offers – beyond immediate food provision - and, as a first step, are in the latter stages of concluding a contract and service level agreement with Wyre Forest Citizens Advice [CAB] to provide a dedicated post offering advice and debt/money management counselling within a two-year contract.

Trustees are also committed to keeping in view the possibility that developing services will entail a requirement for different premises.

Section E

Financial review

Brief statement of the charity's policy on reserves

Looking ahead, we anticipate requiring approx £7,500 per month to cover regular outgoings. A reserves policy – to cover rent, service charges and salaries - 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 £115,603 we believe we are able to sustain operations at the current level for the 18 months to the lease break-point. This takes into account the level of financial donations (many by standing orders and gift aid) and greater reliance on external fundraising and grants, which will enable Foodbank to ring-fence rent and salary costs.

The trustees are working with Trussell Trust to obtain access to other sources of grant funding. The planned CAB post is funded within the Trust's 'Financial Inclusion' scheme.

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 grants: via WFDC - incl. Household Support Fund - and Trussell Trust; churches and societies; businesses; organisations; trusts and individuals. 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: salaries, renting the premises for the foodbank and buying-in food supplies routinely as required. Other 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	
Position (eg Secretary, Chair, etc)	Chair	
Date	8th November 2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Kidderminster Foodbank

1159223

Receipts and payments accounts

CC16a

For the period
from

01/05/2023

To

30/04/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Anon CAF	50	-		50	11,000
Personal / Anon	31,597	-		31,597	29,974
Just Giving	6,978	-		6,978	21,223
Community / Other	4,496	-		4,496	8,428
Council	1,397	-		1,397	450
Businesses	10,443	-		10,443	6,334
Grants Trussell/memorial	8,411	-		8,411	19,890
Churches	1,154	-		1,154	1,127
Gift Aid	3,286	-		3,286	-
National Lottery Community Fund	-	45,956	-	45,956	-
Sub total (Gross income for AR)	67,813	45,956	-	113,769	98,426
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	67,813	45,956	-	113,769	98,426
A3 Payments					
Food / Supplies	67,355	24,766	-	92,121	32,504
Taxis	749	-		749	2,248
Mileage	403	130		534	1,242
Utilities	2,443	879		3,322	1,092
Legal & Professional	132	693		825	2,756
Insurance	272	-		272	249
Rent & Service Charges	28,492	8,755		37,247	17,444
Premises Maintenance	965	2,253		3,219	1,527
Bank Charges	139	-		139	187
Training	-	-		-	720
Clothing	-	979		979	371
Office Supplies	222	558		780	537
Employment Costs	1,402	6,943		8,345	-
	-	-	-	-	-
Sub total	102,574	45,956	-	148,530	60,878
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	102,574	45,956	-	148,530	60,878
Net of receipts/(payments)	- 34,761	- 0	-	- 34,761	37,548
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	150,364	-	-	150,364	112,816
Cash funds this year end	115,603	- 0	-	115,603	150,364

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	112,549	-	-
	Soldo	3,044	-	-
	Cash	10	-	-
	Total cash funds	115,603	-	-
	(agree balances with receipts and payments account(s))	OK	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)
	PAYE/NIC/Pension Payable	Unrestricted	332	May 2024
	Accounts Payable	Unrestricted	1,801	May 2024
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

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Section A

Independent Examiner's Report

Report to the trustees

Kidderminster Foodbank

On accounts for the year
ended

April 30th 2024

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 30/04/2023.

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 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.

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:

- 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.

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.

Signed: T. Herriott

Date: 8 October 2024

Name: Mr Tim Herriott

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

ACA

Address:

15 Briarsleigh, Wildwood

Stafford ST17 4QP