

# SOUTH COTSWOLDS FOODBANK

England & Wales · Charity number 1159810

## Details

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**Other names** CIRENCESTER FOODBANK

**Status** Registered

**Legal form** CIO

**Registered** 2015-01-06

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Unit 15  
Inner Courtyard  
Whiteway Court  
Whiteway  
Cirencester  
Gloucester

**Phone** 0300 1027970

**Email** [info@southcotswolds.foodbank.org.uk](mailto:info@southcotswolds.foodbank.org.uk)

**Website** [www.southcotswolds.foodbank.org.uk](http://www.southcotswolds.foodbank.org.uk)

## Activities

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**Objects:** 1) TO RELIEVE PERSONS IN CIRENCESTER AND THROUGHOUT THE DISTRICT WHO ARE IN CONDITIONS OF NEED, HARDSHIP OR DISTRESS (BENEFICIARIES) IN SUCH WAYS AS FROM TIME TO TIME THE TRUSTEES SEE FIT 2) IN FURTHERANCE OF THE FIRST OBJECT TO SUPPLY GOODS TO BENEFICIARIES, EITHER DIRECTLY OR THROUGH AGENCY PARTNERS APPROVED BY THE TRUSTEES. GOODS TO INCLUDE (BUT NOT LIMITED TO) FOOD, INCLUDING TINNED AND DRIED FOODS TO ENSURE A HEALTHY BALANCED AND NUTRITIONAL DIET SUFFICIENT FOR THREE DAYS AT A TIME, CLOTHES, FURNITURE, TOYS, HEATING SUPPORT. 3) TO DO ANY OTHER THING CONSISTENT WITH THE PRIMARY PURPOSE OF THE CHARITY, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF COUNSELLING AND OTHER ADVISORY SERVICES.

**Activities:** We are part of the Trussell Trust network of Foodbanks and offer nutritionally balanced food parcels (sufficient for 3 days) to folk in our local community who are in need and who come to us with a voucher from one of our referral partners, such as doctors, CAB, housing officers etc. The food we offer is generously donated to us by our local community.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** The Advancement Of Health Or Saving Of Lives, The Prevention Or Relief Of Poverty, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

## Geography

- Gloucestershire
- Wiltshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£390,595	£340,017	-	-
2023-12-31	£260,022	£220,533	-	-
2022-12-31	£219,753	£145,838	-	-
2021-12-31	£143,987	£98,648	-	-
2020-12-31	£187,050	£73,867	-	-

## Trustees

Name	Role	Appointed
Paul Cooper	Chair	2018-04-30
ANNE PATRICIA CURRIE		2018-06-11
Annelie Green		2023-09-07
Elizabeth Ansell		2026-03-23
Imogen Smith		2026-03-05
Kevin Jenner		2026-04-09
Kieran Archer		2019-01-29
Stephanie Knowles		2025-01-24

**SOUTH COTSWOLDS FOODBANK**

England & Wales - Charity number 1159810

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# Accounts

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Charity Number 1159810



**Cirencester Foodbank**

**Report of the Trustees and Financial Statements**

**For the 15 Months Ended 31 March 2025**

**Cirencester Foodbank  
Reference and Administrative Details  
for the 15 Month Period Ended 31 March 2025**

**Charity number** 1159810

**Registered office and Principal address**

Unit 15  
Whiteway Court  
Cirencester  
Gloucestershire  
GL7 7BA

**Trustees**

Kieran Archer	
Paul Cooper	Chair
Anne Currie	
Annelie Green	
Steph Knowles	Treasurer. Appointed 24/01/25
David Taylor	Resigned 05/12/2024
Elisabeth Thomas	
Jamie Sanders	Resigned 28/11/24

**Head of Foodbank**

Anton Wynn

**Independent Examiner**

Philip Stansfield

**Bankers**

Lloyds Bank  
Business Banking  
BX1 1LT

**Website**

[cirencester.foodbank.org.uk](http://cirencester.foodbank.org.uk)

**Cirencester Foodbank  
Report of the Trustees  
For the 15 Month Period Ended 31 March 2025**

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The Trustees are pleased to present their report together with the independently examined financial accounts of Cirencester Foodbank for the year ended 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charity's governing document, the Charities Act 2011 as amended by the Charities Act 2022, and the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) 'applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

### **Constitution**

Cirencester Foodbank was registered as a charitable incorporated organisation by the Charity Commission on 6 January 2015.

### **Organisational structure and decision making**

Overall responsibility for Cirencester Foodbank sits with the trustees who meet quarterly to receive reports on Cirencester Foodbank's activities, to determine the strategy and objectives of Cirencester Foodbank and to ensure all relevant governance requirements and standards are upheld. In 2024-25, the Trustee Board was supported by 5 sub-committees, each comprised of trustees and some staff including the Head of Foodbank. The sub-committees were Governance, Finance, Personnel, Communications and Strategy. Each sub-committee operates within terms of reference approved by the board and meets at least 4 times per year.

Progressing on the strategic priorities of the Foodbank and management of the Foodbank's day to day operations are the responsibility of the Head of Foodbank. In this he is assisted by a team of 7 staff (see staffing below). A scheme of delegation sets out the powers which have been delegated to the Head of Foodbank, trustee subcommittees or other staff members. The scheme of delegation is reviewed and updated regularly by the board of trustees.

The Foodbank receives support for its services from Trussell Trust under the terms of a franchise agreement. Under the terms of this agreement the Foodbank has agreed to orient its strategic goals towards ending the need for its service, to involve people with lived experience of food bank use in all aspects of the Foodbank's activities and to uphold Trussell Trust's organizational values of compassion, justice, dignity and community. The Foodbank is grateful for all the support which it has received from Trussell Trust, including financial support for key staff roles, its operation of the Foodbank's referral system and materials, training and other support.

### **Policies and objectives**

The charitable objectives of Cirencester Foodbank are to:

- Relieve persons in Cirencester and throughout the district who are in conditions of need, hardship or distress (beneficiaries) in such ways as from time to time the trustees see fit;
- In furtherance of the first objective to supply goods to beneficiaries, either directly or through agency partners approved by the Trustees. Goods include but are not limited to food, including tinned and dried food to ensure a healthy, balanced and nutritional diet sufficient for three days at a time, clothes, furniture and heating;
- Undertake any other activity consistent with the primary purpose of Cirencester Foodbank, including but not limited to counselling and other advisory services.

**Cirencester Foodbank  
Report of the Trustees  
For the 15 Month Period Ended 31 March 2025**

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The vision of Cirencester Foodbank is that no one should need to use a food bank and our missions are:

- To ensure that nobody in our community should go hungry.
- To give food, support and advice to those in need.
- To work with local partners to understand better the causes of food poverty in our community, and how collectively we can address those causes.
- To create more public awareness about the causes of, and solutions, to this issue.

These will be achieved through:

- The continued effective provision of food parcels to those in need.
- Working closely with the Foodbank's referral agencies to ensure a focus on preventing food poverty.
- Maximizing the financial resources of our clients and assisting to deal with the issues leading to food poverty.
- Communicating the reasons for food poverty and deepening decision maker relationships to help shape local services.
- Inviting those with lived experience of poverty to help shape our services and ensuring support services are available to all.

The values of Cirencester Foodbank are:

- Treat everyone with honesty, respect and compassion.
- Ensure we are caring, inclusive and just.
- Act with integrity in all that we do.
- Honour the right to privacy and dignity of those in need.

**Main activities undertaken to further Cirencester Foodbank's objectives**

In addition to the activities set out below a priority during the reporting period was to prepare for end of funding of the additional activities that had been undertaken as part of the Trussell Trust's Pathfinder project. Cirencester Foodbank is extremely grateful for the support that Trussell Trust provided during the period.

A transition plan was developed by the trustees and implemented by the staff team which enabled the additional activities to continue in 25/26. These activities will be supported by an increased focus on fundraising for Cirencester Foodbank. The transition plan also ensured that learnings from all Pathfinder activities were recorded and evaluated.

**The continued effective provision of food parcels to those in need**

Between 1<sup>st</sup> January 2024 and 31<sup>st</sup> March 2025 Cirencester Foodbank provided 4,402 three-day emergency food parcels.

The Foodbank distributed its parcels through its centres in Cirencester and Tetbury, and through its delivery service. The centres act as hubs, designed with conversation and connection in mind. In addition, they are places where clients can access additional support and advice services including through support agencies being present in those spaces.

48129.63kg of stock was received between January 2024 and March 2025; the majority (47913.73kg) was donated and a smaller quantity (215.9kg) purchased. 42794.98kg of products were distributed directly to clients, 3533.48kg to partners to support their initiatives in reducing hardship (for instance breakfast clubs).

**Cirencester Foodbank  
Report of the Trustees  
For the 15 Month Period Ended 31 March 2025**

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This is the equivalent of £128,329.83 in support<sup>1</sup>. A further 1841.69kg was damaged, out-of-date or unsuitable for provision.

The Foodbank closely monitors its stock levels and the makeup of its stock levels to ensure efficient use of its warehouse space. For example, the Foodbank decreased its high stock levels of cereals during the year by donating cereal to school breakfast clubs which schools reported led to a decrease in levels of non-attendance and lateness at school.

The Foodbank continues to promote to its donors the donation app, BanktheFood, as an additional stock management tool.

Fresh fruit and vegetables continued to be regularly provided as part of the emergency 3-day parcels.

At Christmas, additional hampers were provided containing long life Christmas food items to each household, along with a supermarket voucher to purchase additional fresh meat, dairy and fresh vegetables.

In 2025, the Foodbank provided a small grant to the Churn Project for the provision of food (including fresh food and snacks) at the Churn's family group activities.

Cirencester Foodbank continued to provide a range of non-food support to clients in 2025. Food parcels contain toiletries, cleaning products and pet food (if required). During the year toiletry bags, dental hygiene packs, Easter eggs, and Christmas hampers were also distributed.

**Working closely with the Foodbank's referral agencies to ensure a focus on preventing food poverty**

Between January 2024 and March 2025, the Foodbank received referrals from 106 partner agencies. With each, the Foodbank shared its vision that no-one should need to use a food bank and encouraged them to commit to supporting individuals at risk of food poverty.

To ensure a collaborative and targeted approach, we focused on strengthening relationships with these referral agencies, gaining a clear understanding of the advice and support they offer to their clients.

This insight allowed us to prioritise in-house support for individuals less likely to receive help from their referring agency, ensuring resources were directed where they were most needed. As part of this ongoing review, we surveyed food bank users to assess which support pathways were most effective and where improvements could be made. The feedback was shared with referral partners, helping them enhance the assistance they provide.

We also met directly with referring partners to share trends and experiences from our frontline services and to discuss how they could further contribute to poverty prevention efforts. In support of this, the Foodbank hosted a South Cotswold Food Poverty report event, which invited partners to engage with emerging challenges and deepen their understanding of local food insecurity.

Further collaboration took place through a series of Financial Inclusion events co-hosted as part of the Cotswold Food Network. These sessions were designed to raise awareness of financial support services available in the region and to equip referral agencies with the knowledge to guide their clients effectively.

These initiatives were coordinated by the Foodbank's Support Service Manager, appointed in April 2024, who played a pivotal role in enhancing client access to non-food support and advice services. Their leadership has helped drive a more integrated response to food poverty in South Cotswolds.

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<sup>1</sup> Based on a stock value of £2.77p/kg

**Maximizing the financial resources of our clients and assisting to deal with the issues leading to food poverty<sup>2</sup>**

The Foodbank's signposting team, managed by the Support Services manager, continued to play a vital role in supporting clients both in food bank hubs and remotely via telephone. This support included referring individuals to external agencies, as well as providing practical financial assistance through resources like energy vouchers, mobile phone SIM cards and food vouchers.

To further equip the volunteer signposting team to provide the best possible support to food bank users, they undertook training with Citizens Advice. This helped ensure they could do their best to understand the issues being faced and identify pathways of support for them.

Continued financial support from the Symondson Foundation ensured that Foodbank's Family Engagement worker was able to provide guidance to school families who were in hardship. The Family Engagement worker provided direct support, connected families with financial advice, ran support groups and provided school pop-ups which drew together agencies that could give assistance. These pop-ups also enabled extra food, household, hygiene and pet items to be given out to families at particularly high stress times such as school holidays, which enabled them to cope with the higher cost of dependents over these periods.

Building on its commitment to debt support, the Foodbank has maintained its enhanced funding of Citizens Advice services, providing four days of generalist advice and two days of specialist debt advice each week. The specialist debt adviser, who completed their training at the end of 2023, now works independently alongside the general advisers to deliver high-quality, sustained support.

Between 1st April 2024 and 31st March 2025, this partnership successfully secured over £835,000 in financial support for food bank clients. Advisers continue to assist those facing complex and often multi-layered challenges, offering guidance through multiple meetings over extended periods to help clients regain financial stability and improve overall wellbeing.

The combination of these works in ensuring targeted support has resulted in the number of times people need to use the Foodbank falling to the lowest level in recorded history evidencing that the support is helping them escape from food poverty.

**Communicating the reasons for food poverty and deepening decision maker relationships to help shape local services**

The Foodbank's 2023/24 food poverty report was published in June 2024. This report highlighted the drivers and issues that resulted in people being in food poverty in the Cotswolds and barriers to residents to keep them there. It raised the issues of hidden hardship, transport poverty, school holiday provision and health as key drivers of food insecurity.

As part of the Cotswold Food Network steering group, the Foodbank has worked throughout the year with key partners, including Cotswold District Council, to strengthen step-by-step support systems that help people move from food need to financial stability, and to expand district-wide initiatives, including low-cost options that make use of surplus food

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<sup>2</sup> Data for the period of Jan – March '24 was collated in a alternative fashion and is not comparative with data for the period of April '24 – March '25. Therefore data in this section is presented for just this 12 month period

It has also worked with World Jungle, who co-ordinates the Holiday Activity and Food Programme (HAF) to ensure the voices of those on low incomes are heard, and food provision in the activities is improved to provide a suitable meal for children attending.

The Foodbank communicated the challenges for families, especially during school holiday period, those with health conditions including mental health, and the issues around transportation to enable access to support. During the report period, a new mental health service was started and new dial-a-ride bus service introduced. There were also significant improvements to the food element of the Holiday Activity and Food Programme.

Since the end of the reporting period the Foodbank published its 2024/25 food poverty report in July 2025. The report provides further details of the drivers and issues that resulted in people being in food poverty in the Cotswolds together with a number of case studies. Please find the report here for further details: <https://cirencester.foodbank.org.uk/news/south-cotswold-food-poverty-report-2025>

**Inviting those with lived experience of poverty to help shape our services and ensuring support services are available to all**

During the reporting period, the Foodbank deepened its commitment to embedding participatory approaches across the organisation, recognising that meaningful involvement of lived experience should be integrated into all aspects of its work rather than held centrally.

Supported by our Participation and Engagement Lead the Foodbank began developing a strategic framework for future participation, focused on building trusting relationships and fostering inclusive practices. This marked a significant evolution in our efforts to include the voices and experiences of clients at every level of decision-making and service design.

Working in collaboration with the Trussell Trust, the Foodbank delivered a 'Together' workshop designed to help staff and volunteers better understand the experiences and emotional journeys of those referred to food banks, particularly the trauma many face. This was followed by a series of "A Mile in My Shoes" workshops, which further explored how we could provide a more dignified and compassionate experience for those we support.

Lived experience volunteers played an important role in co-designing new initiatives, including a simplified and respectful consent-gathering process for clients who wish to receive further support. Their insights were instrumental in shaping processes that reflect the needs and preferences of people with lived experience of food insecurity.

Our participation work also extended into advocacy efforts. Through our involvement in the "Laying It All Out On The Table" campaign, organised by the Joseph Rowntree Foundation and Trussell Trust, we helped to ensure the voices of residents were heard and included in reports published by other organisations.

The fixed-term participation role ended on 31st March 2025 when funding from Trussell Trust ceased, and in line with our vision for wider integration of participatory approaches. We are deeply grateful to Participation and Engagement Lead for her dedication and insight, which leaves a valuable legacy for the Foodbank to build on as we move towards a more inclusive and user-informed future.

**Cirencester Foodbank  
Report of the Trustees  
For the 15 Month Period Ended 31 March 2025**

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**Staffing**

In September 2024, the charity undertook a strategic and organisational review in response to the work carried out over the previous three years. This review informed several changes to the staffing structure aimed at strengthening our capacity and aligning with our evolving goals.

As a result, a new Fundraising and Community Relationship Manager was recruited to build on our community partnerships and expand fundraising initiatives. In line with our commitment to embedding participatory practices more deeply across the organisation, with responsibility for participation collectively owned by staff, the role of Participation and Engagement Worker came to a planned conclusion at the end of their contract on 31st March 2025.

During this period, the charity also experienced a transition in our Support Services team. Recruitment for a new Support Services Manager took place in early 2025, with the successful candidate joining in March. The outgoing manager concluded their tenure in early April 2025, ensuring a smooth handover process.

The average staff count in the 15 month period was 7, which was equivalent to 4.6 FTE.

**Volunteers**

As in previous years, the Foodbank relies on its wonderful team of volunteers across all its activities. Volunteers roles are varied and include centre support staff, warehouse teams for packing parcels and management of stock, administration volunteers who contact people referred to ensure parcels contain what they need and signposting teams providing support. Additionally some strategic volunteer roles provide support for the Foodbank's marketing and communications, including its website and social medias. During 2024 the Foodbank volunteer team was joined by a number of people who had lived experience of needing to use food banks in community champion roles.

The Foodbank had approximately 100 volunteers in 2024 (excluding trustees).

There are currently 8 separate teams and 2 annual events are held when these teams are invited to come together as one large family, to learn a little more about other volunteer roles, as well as the staff activities. In 2024, 13 volunteers reached an amazing 5 years or more of volunteering with the Foodbank which was recognised at the September 2024 volunteer event. This event also included a fun team quiz at which the volunteers gained a deeper understanding of the breadth of work that the Foodbank's Family Engagement Lead covers.

The Foodbank is immensely grateful to all its volunteers, without which it could not operate.

**Premises**

Cirencester Foodbank continues to utilise office space first rented in September 2023 to support the increased staff team and volunteers. The warehouse space remains at Cirencester Baptist Church (with additional offsite storage rented as required by the level of donations received).

**Finances**

Cirencester Foodbank's accounting process in 2025 has been updated to be on an accruals basis. In previous years this was based on cash/money transactions as and when they are recorded through the bank account.

In the 15 month period to 31 March 2025, Cirencester Foodbank received generous support from individuals, other charities and many businesses with food donations and significant financial donations.

**Cirencester Foodbank  
Report of the Trustees  
For the 15 Month Period Ended 31 March 2025**

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On 31 March 2025, the food bank had funds of £405,255 (2023: £354,677), of which £18,000 was restricted funds for specific projects (2023: £65,377). Income exceeded expenditure by £50,578 (2023: £39,000).

Cirencester Foodbank's income for the 15 months to 31 March 2025 was £390,595 (2023: £259,340) of which £140,058 was restricted (2023 £86,748). Unrestricted income was £250,537, (2023: £173,252). We are very grateful for the support of individuals, companies, schools and churches in our community for providing support.

Expenditure for the 15 months to 31 March 2025 totaled £340,017 (2023: £220,533). The increase of £119,484 relates to projects using restricted funds of £119,065.

Cirencester Foodbank's financial reserves policy is to hold accessible funds to meet the expenses of the food bank for a period of at least twelve months if financial donations cease. The food bank's unrestricted funds at 31 March 2025 totaled £387,255. Forecast unrestricted costs for 2025 – 6 are £303,910. Unrestricted funds currently are at 15 months expenditure. Whilst this is higher than usual, the Foodbank has had support from Trussell Trust, providing additional debt support, for the last two years. We are transitioning to a new funding model to support this work.

**Fundraising**

As the Foodbank moves into 2025-6 the trustees and staff team have increased their focus on fundraising to support the continued delivery of the vision and mission, in particular the work to maximize the financial resources of our clients and assisting to deal with the issues leading to food poverty. This has included the recruitment of a new Fundraising and Community Relations Manager. We hope this will help to diversify income and increase the Charities sustainability.

APPROVED BY THE BOARD OF TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES:



Paul Cooper (Chair)

04/12/2025

**Independent examiners report  
To the Trustees of  
Cirencester Foodbank**

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I report to the trustees on my examination of the accounts of Cirencester Foodbank (the Charity) for the 15 month period to 31 March 2025, which are set out on pages 11 to 25.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 as amended by the Charities Act 2022 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the act and in

Having satisfied myself that the accounts of the charity do not need to be audited and are eligible for independent examination, I report in respect of my examination under section 145 of the Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) b of the Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination as I am a member (Membership number 4889501) of ACCA (The Association of Chartered Certified Accountants) which is one of the listed bodies.

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination giving me cause to believe in any material aspect

- 1) Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2) The accounts do not accord with those records; or
- 3) The accounts do not comply with the applicable requirements regarding the form and content of the 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 financial statements to be reached



Gaynor Hutton, ACCA

Membership Number: 4889501

Date: 25<sup>th</sup> November 2025

Company: Think Whole Limited t/a The NumberCrunchers, 14 London Road, Cirencester, GL7 1AE.

**Cirencester Foodbank****Statement of financial activities (incorporating an income and expenditure account)****For the 15 Months to 31 March 2025**

	Note	Restricted £	Unrestricted £	15 months to Mar-25 Total £	Year to 2023 Total £
<b>Income from:</b>					
Donations	3	140,058	234,229	<b>374,287</b>	253,558
Investments	5	-	16,308	<b>16,308</b>	5,782
<b>Total income</b>		<u>140,058</u>	<u>250,537</u>	<u><b>390,595</b></u>	<u>259,340</u>
<b>Expenditure on:</b>					
Raising funds	10	-	6,054	<b>6,054</b>	3,250
Charitable activities	7	<u>187,435</u>	<u>146,528</u>	<u><b>333,963</b></u>	<u>217,283</u>
<b>Total expenditure</b>		<u>187,435</u>	<u>152,582</u>	<u><b>340,017</b></u>	<u>220,533</u>
<b>Net income / (expenditure) and net movement in funds</b>	19	(47,377)	97,955	<b>50,578</b>	38,807
<b>Reconciliation of funds:</b>					
Total funds brought forward		<u>65,377</u>	<u>289,300</u>	<u><b>354,677</b></u>	<u>315,870</u>
<b>Total funds carried forward</b>		<u>18,000</u>	<u>387,255</u>	<u><b>405,255</b></u>	<u>354,677</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 19 to the accounts.

## Cirencester Foodbank

### Balance sheet

As at 31 March 2025

	Note	31-Mar 2025 £	31-Dec 2023 £
<b>Current assets</b>			
Debtors	15	6,793	-
Stock		40,574	-
Cash at bank and in hand		<u>389,798</u>	<u>354,677</u>
		<b>437,165</b>	<b>354,677</b>
<b>Liabilities</b>			
Creditors: amounts falling due within 1 year	16	<u>(31,910)</u>	-
<b>Net current assets</b>		<u><b>405,255</b></u>	<u><b>354,677</b></u>
<b>Funds</b>			
Restricted funds	19	18,000	65,377
Unrestricted funds		<u>387,255</u>	<u>289,300</u>
<b>Total charity funds</b>		<u><b>405,255</b></u>	<u><b>354,677</b></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 4 December 2025 and signed on their behalf by



Paul Cooper, Chair

**Cirencester Foodbank****Statement of cash flows****For the 15 Months to 31 March 2025**

	<b>15 months to 2025 £</b>	<b>Year to 2023 £</b>
<b>Cash used in operating activities:</b>		
Net movement in funds	<b>50,578</b>	38,807
Adjustments for:		
Investment income	<b>(16,308)</b>	(16,308)
Decrease in debtors	<b>(6,793)</b>	-
(Increase) / decrease in stock	<b>(40,574)</b>	-
Increase / (decrease) in creditors	<b>31,910</b>	-
<b>Net cash provided by / (used in) operating activities</b>	<b>18,813</b>	<b>(16,308)</b>
<b>Cash flows from investing activities:</b>		
Investment income	<b>16,308</b>	16,308
<b>Net cash provided by investing activities</b>	<b>16,308</b>	16,308
<b>Increase in cash and cash equivalents in the year</b>	<b>35,121</b>	38,807
Cash and cash equivalents at the beginning of the year	<b>354,677</b>	315,870
<b>Cash and cash equivalents at the end of the year</b>	<b>389,798</b>	<b>354,677</b>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

## **Cirencester Foodbank**

### **Notes to the financial statements**

**For the 15 Months to 31 March 2025**

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#### **1. Accounting policies**

##### **a) Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies

Cirencester Foodbank meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

##### **b) Going concern basis of accounting**

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the level of unrestricted reserves at year end, and funding already secured for the year ending March 2026. There are no material uncertainties about the charity's ability to continue as a going concern.

##### **c) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of provision of services is deferred until criteria for income recognition are met.

##### **d) Donated services and facilities**

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Goods donated for distribution by the charity are recognised as incoming resources when received and as outgoing resources when distributed.

## Cirencester Foodbank

### Notes to the financial statements

#### For the 15 Months to 31 March 2025

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##### 1. Accounting policies (continued)

###### e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

###### f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

###### g) Expenditure and VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All VAT is expended as Cirencester Foodbank is not VAT registered.

###### h) Support and governance costs

###### *Support costs*

Support costs include expenditure which is not directly related to project areas.

###### *Fundraising costs*

Fundraising costs are allocated based on time spent on fundraising activities.

###### *Governance costs*

Governance costs include costs relating to governance, including independent examination fees, trustee expenses, compliance fees and legal and professional fees.

Support and governance costs have been allocated in full to charitable activities.

###### i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	5 years
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Items of equipment are capitalised where the purchase price exceeds £1,500.

###### j) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

###### k) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

## **Cirencester Foodbank**

### **Notes to the financial statements**

**For the 15 Months to 31 March 2025**

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#### **1. Accounting policies (continued)**

##### **l) Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### **m) Financial instruments**

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

##### **n) Pension costs**

The charitable company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

##### **o) Accounting estimates and key judgements**

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Aside from going concern set out above, there have been no other key estimates or judgements required in determining the carrying value of assets and liabilities.

**Cirencester Foodbank**

**Notes to the financial statements**

**For the 15 Months to 31 March 2025**

**2. Prior period comparatives: statement of financial activities**

	Restricted £	Unrestricted £	2023 Total £
<b>Income from:</b>			
Donations	86,748	166,810	253,558
Investments	-	5,782	5,782
<b>Total income</b>	<u>86,748</u>	<u>172,592</u>	<u>259,340</u>
<b>Expenditure on:</b>			
Charitable activities	68,370	148,913	217,283
Raising funds	-	3,250	3,250
<b>Total expenditure</b>	<u>68,370</u>	<u>152,163</u>	<u>220,533</u>
<b>Net income / (expenditure)</b>	<u>18,378</u>	<u>20,429</u>	<u>38,807</u>

**3. Income from donations**

	Restricted £	Unrestricted £	2025 Total £
Donations*	-	231,132	231,132
Grants (note 4)	140,058	3,097	143,155
<b>Total income from donations</b>	<u>140,058</u>	<u>234,229</u>	<u>374,287</u>

**Prior period comparative:**

	Restricted £	Unrestricted £	2023 Total £
Donations*	-	166,810	166,810
Grants (note 4)	86,748	-	86,748
<b>Total income from donations</b>	<u>86,748</u>	<u>166,810</u>	<u>253,558</u>

\*Included within donations is gift aid, and food stock, included in 2025 for the first time:

	2025 £	2023 £
<b>Unrestricted funds</b>		
Gift aid	17,158	25,594
Donations of food stock for distribution	40,574	-
	<u>57,732</u>	<u>25,594</u>

**Cirencester Foodbank**

**Notes to the financial statements**

**For the 15 Months to 31 March 2025**

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**4. Analysis of grants received**

	Restricted £	Unrestricted £	2025 £
Raising Trust	5,000	-	5,000
Symondson	36,000	-	36,000
Trussell Trust	99,058	3,097	102,155
	<u>140,058</u>	<u>3,097</u>	<u>143,155</u>

**Prior period comparative**

	Restricted £	Unrestricted £	2023 £
Lechlade Lions	500	-	500
Raising Trust	5,000	-	5,000
Symondson	18,000	-	18,000
Trussell Trust	63,248	-	63,248
	<u>86,748</u>	<u>-</u>	<u>86,748</u>

**5. Income from investments**

	2025 £	2023 £
<b>Unrestricted funds</b>		
Bank interest receivable	<u>16,308</u>	<u>5,782</u>

**6. Statutory funding**

The charitable company has received a government grant from Cotswold District Council to fund charitable activities. The funding relates to the 2025 - 26 year and as such is held on the balance sheet as income in advance, with a value of £30k

**Cirencester Foodbank****Notes to the financial statements****For the 15 Months to 31 March 2025****7. Costs of charitable activities by activity type**

	Activities undertaken directly £	Support costs (note 9) £	2025 Total £
Administration	-	142,177	142,177
Food distribution	48,301	-	48,301
Participation, engagement and inclusion	148,249	-	148,249
<b>Total expenditure</b>	<b>196,550</b>	<b>142,177</b>	<b>338,727</b>

**Prior period comparative:**

	Activities undertaken directly £	Support costs (note 9) £	2023 Total £
Administration	-	90,802	90,802
Food distribution	49,127	-	49,127
Participation, engagement and inclusion	80,604	-	80,604
<b>Total expenditure</b>	<b>129,731</b>	<b>90,802</b>	<b>220,533</b>

**Cirencester Foodbank**

**Notes to the financial statements**

**For the 15 Months to 31 March 2025**

**8. Analysis of support costs**

	Administration £	Food distribution £	Participation, engagement and inclusion £	2025 Total £
Administration and marketing costs	20,019	-	163	20,182
Debt advice	-	-	57,080	57,080
Governance (note 10)	1,725	-	650	2,375
IT and phone costs	5,162	-	-	5,162
Room hire	-	-	4,950	4,950
Staff costs	105,535	21,885	88,680	216,100
Staff and volunteer training and support	4,102	-	-	4,102
Transport costs	-	4,250	-	4,250
Travel	727	-	1,416	2,143
Venue hire and meeting costs	178	-	-	178
Warehouse costs	-	17,441	-	17,441
	<u>137,449</u>	<u>43,576</u>	<u>152,939</u>	<u>333,963</u>
<b>Prior period comparative:</b>				
	Administration £	Food distribution £	Participation, engagement and inclusion £	2023 Total £
Administration and marketing costs	8,643	-	-	8,643
Debt advice	-	-	39,600	39,600
Governance (note 10)	100	-	-	100
IT and phone costs	4,118	-	-	4,118
Room hire	-	4,314	-	4,314
Staff costs	61,741	18,149	33,572	113,462
Staff and volunteer training and support	1,449	-	-	1,449
Transport costs	-	4,217	-	4,217
Travel	18	-	1,932	1,950
Venue hire and meeting costs	11,483	-	-	11,483
Warehouse costs	-	27,947	-	27,947
	<u>87,552</u>	<u>54,627</u>	<u>75,104</u>	<u>217,283</u>

**Cirencester Foodbank**

**Notes to the financial statements**

**For the 15 Months to 31 March 2025**

**9. Governance costs**

Governance costs are included within support costs

	2025	2023
	£	£
Staff costs		
IT and phone costs	10,554	6,174
Other	516	516
	<u>2,375</u>	<u>100</u>
	<u><u>13,445</u></u>	<u><u>6,790</u></u>

**10. Fundraising costs**

Fundraising costs comprise:

	2025	2023
	£	£
Staff costs		
Other costs	5,554	3,250
	<u>500</u>	<u>-</u>
	<u><u>6,054</u></u>	<u><u>3,250</u></u>

**11. Net movement in funds**

This is stated after charging:

	2025	2023
	£	£
Independent examiner's remuneration:	<u><u>1,440</u></u>	<u><u>100</u></u>

## Cirencester Foodbank

### Notes to the financial statements

#### For the 15 Months to 31 March 2025

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#### 12. Staff costs and numbers

Staff costs were as follows:

	2025 £	2023 £
Salaries and wages	205,101	111,359
Social security costs	11,066	2,722
Pension costs	5,487	2,630
	<u>221,654</u>	<u>116,711</u>

No employees earned over £60,000 during the period (2023: none).

The key management personnel of the charitable company comprise the Trustees and Head of Foodbank. The total employee benefits of the key management personnel were £52,217 (2023: £39,547).

The pension scheme is defined contribution. There was no outstanding balance at year end (2023: nil).

	2025 No.	2023 No.
Average head count	<u>7</u>	<u>7</u>
Full time equivalent	<u>5</u>	<u>4</u>

As ever we are extremely thankful to our 100 volunteers for their commitment to the charity (2023: 100 volunteers).

#### 13. Trustee remuneration and related party transactions

During the year no trustee earned or received remuneration for their trustee role (2023: nil). No trustees were reimbursed for expenses (2023: nil)

During the current year there were no unrestricted donations from relatives of key personnel and trustees (2024: £115).

There were no donations from trustees in the year (2024: two trustees donated £350).

There were no other related party transactions in the current or prior year.

**Cirencester Foodbank**

**Notes to the financial statements**

**For the 15 Months to 31 March 2025**

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**14. Taxation**

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

**15. Debtors**

	<b>2025</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>6,076</b>	-
Prepayments and accrued income	<b>717</b>	-
	<b><u>6,793</u></b>	<b><u>-</u></b>

**16. Creditors : amounts due within 1 year**

	<b>2025</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>319</b>	-
Accruals	<b>1,440</b>	-
Deferred income (see note 17)	<b>30,000</b>	-
	<b><u>31,759</u></b>	<b><u>-</u></b>

**17. Deferred income**

	<b>2025</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Balance at the start of the year	-	-
Released in year	-	-
Deferred in year	<b>30,000</b>	-
	<b><u>30,000</u></b>	<b><u>-</u></b>

Deferred income relates to funds received in advance of delivery of services and grants with time-bound conditions.

**Cirencester Foodbank**

**Notes to the financial statements**

**For the 15 Months to 31 March 2025**

**18. Analysis of net assets between funds**

	Restricted £	Unrestricted £	Total funds £
Current assets	18,000	419,165	437,165
Current liabilities	-	(31,910)	(31,910)
<b>Net assets at 31 March 2025</b>	<b>18,000</b>	<b>387,255</b>	<b>405,255</b>

	Restricted £	Unrestricted £	Total funds £
Current assets	65,377	289,300	354,677
Current liabilities	-	-	-
<b>Net assets at 31 December 2023</b>	<b>65,377</b>	<b>289,300</b>	<b>354,677</b>

**19. Movements in funds**

	At 1 January 2024 £	Income £	Expenditure £	As at 31 March 2025 £
<b>Restricted funds</b>				
Raising Trust	-	5,000	(5,000)	-
Symondson	-	36,000	(18,000)	18,000
Trussell Trust	65,377	99,058	(164,435)	(.25)
<b>Total restricted funds</b>	<b>65,377</b>	<b>140,058</b>	<b>(187,435)</b>	<b>18,000</b>
<b>Total unrestricted funds</b>	<b>289,300</b>	<b>250,537</b>	<b>(151,292)</b>	<b>388,545</b>
<b>Total funds</b>	<b>354,677</b>	<b>390,595</b>	<b>(338,727)</b>	<b>406,545</b>

**Cirencester Foodbank****Notes to the financial statements****For the 15 Months to 31 March 2025**

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**19. Movements in funds (continued)**  
**Purposes of restricted funds****Raising Trust**

Funds to support additional Christmas food deliveries

**Symondson**

Grant to partly fund the Family Engagement Worker

**Trussell Trust**

Funding to support Pathfinder projects, including debt and general advice via Citizens Advice

**Purposes of unrestricted funds**

General unrestricted: The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

**Prior period comparative**

	At 1 January 2023 £	Income £	Expenditure £	As at 31 December 2023 £
<b>Restricted funds</b>				
Lechlade Lions		500	(500)	-
Raising Trust	-	5,000	(5,000)	-
Symondson	-	18,000	(18,000)	-
Trussell Trust	48,210	63,248	(46,081)	65,377
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total restricted funds</b>	<b>48,210</b>	<b>86,748</b>	<b>(69,581)</b>	<b>65,377</b>
<b>Unrestricted funds</b>				
General funds	266,978	173,274	(150,952)	289,300
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds</b>	<b>315,188</b>	<b>260,022</b>	<b>(220,533)</b>	<b>354,677</b>

**SOUTH COTSWOLDS FOODBANK**

England & Wales - Charity number 1159810

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# Accounts

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**Cirencester Foodbank**

**Report of the Trustees and Financial Statements**

**For the Year Ended 31 December 2023**

**Cirencester Foodbank**  
**Contents of the Report of the Trustees and Unaudited Financial Statements**  
**for the Year Ended 31 December 2023**

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**Cirencester Foodbank**  
**Charity Information**

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**Registered charitable incorporated organisation number 1159810**

**Registered office and Principal address**

Cirencester Baptist Church  
Chesterton Lane  
Cirencester  
Gloucestershire  
GL7 1YE

**Trustees**

Kieran Archer	
Paul Cooper	
Anne Currie	Chair
Annelie Green	Appointed 7 September 2023
Clare Hannis	Resigned 11 January 2024
Alex Hudd	Resigned 23 March 2023
Stephen Lynas	Appointed 13 July 2023, resigned 1 November 2023
David Taylor	Treasurer
Elisabeth Thomas	
Cliff Thrussell	Resigned 12 September 2023
Jamie Sanders	Appointed 23 July 2024

**Head of Foodbank**

Anton Wynn

**Professional Advisors**

Philip Stansfield	Independent examiner
Mike Verdi-Cotts	Design and Publications

**Bankers**

Lloyds Bank  
Business Banking  
BX1 1LT

**Website**

[www.cirencester.foodbank.org.uk](http://www.cirencester.foodbank.org.uk)

**Cirencester Foodbank CIO**  
**Report of the Trustees for the Year Ended 31 December 2023**

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The Trustees are pleased to present their report together with the independently examined financial statements of Cirencester Foodbank for the year ended 31 December 2023. The financial statements comply with the Charities Act 2011, Cirencester Foodbank's constitution and the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as amended by Update Bulletin 1.

**Constitution**

Cirencester Foodbank was registered as a charitable incorporated organisation by the Charity Commission on 6 January 2015. The constitution was amended on 7 December 2023 to clarify how trustees may make decisions electronically and to correct a number of typographical errors.

**Organisational structure and decision making**

Overall responsibility for Cirencester Foodbank sits with the trustees who meet quarterly to receive reports on Cirencester Foodbank's activities, to determine the strategy and objectives of Cirencester Foodbank and to ensure all relevant governance requirements and standards are upheld. In 2023, the Trustee Board was supported by 5 sub-committees, each comprised of trustees and some including the Head of Foodbank. The sub-committees were Governance; Finance; Personnel, Communications and Strategy. Each sub-committee operates within terms of reference approved by the board and meets at least 4 times per year.

Progressing on the strategic priorities of the foodbank and management of the foodbank's day to day operations are the responsibility of the Head of Foodbank. In this he is assisted by a team of 7 staff (see staffing below). A scheme of delegation sets out the powers which have been delegated to the Head of Foodbank, trustee subcommittees or other staff members. The scheme of delegation is reviewed and updated regularly by the board of trustees.

The foodbank receives support for its services from Trussell under the terms of a franchise agreement. Under the terms of this agreement the foodbank has agreed to orient its strategic goals towards ending the need for its service, to involve people with lived experience of foodbank use in all aspects of the foodbank's activities and to uphold Trussell's organizational values of compassion, justice, dignity and community. The foodbank is grateful for all the support which it has received from Trussell, including financial support for key staff roles, its operation of the foodbank's referral system and materials, training and other support.

**Policies and objectives**

The charitable objectives of Cirencester Foodbank are to:

- Relieve persons in Cirencester and throughout the district who are in conditions of need, hardship or distress (beneficiaries) in such ways as from time to time the trustees see fit;
- In furtherance of the first objective to supply goods to beneficiaries, either directly or through agency partners approved by the Trustees. Goods include but are not limited to food, including tinned and dried food to ensure a healthy, balanced and nutritional diet sufficient for three days at a time, clothes, furniture and heating;
- Undertake any other activity consistent with the primary purpose of Cirencester Foodbank, including but not limited to counselling and other advisory services.

The vision of Cirencester Foodbank is that no one should need to use a foodbank and our missions are:

- To ensure that nobody in our community should go hungry.
- To give food, support and advice to those in need.
- To work with local partners to understand better the causes of food poverty in our community, and how collectively we can address those causes.

- To create more public awareness about the causes of, and solutions, to this issue.

These will be achieved through:

- the continued effective provision of food parcels to those in crisis
- working closely with the foodbank’s referral agencies to ensure a focus on preventing food poverty
- maximizing the financial resources of our clients and assisting to deal with the issues leading to food poverty
- communicating the reasons for food poverty and deepening decision maker relationships to help shape local services
- inviting those with lived experience of poverty to help shape our services and ensuring support services are available to all

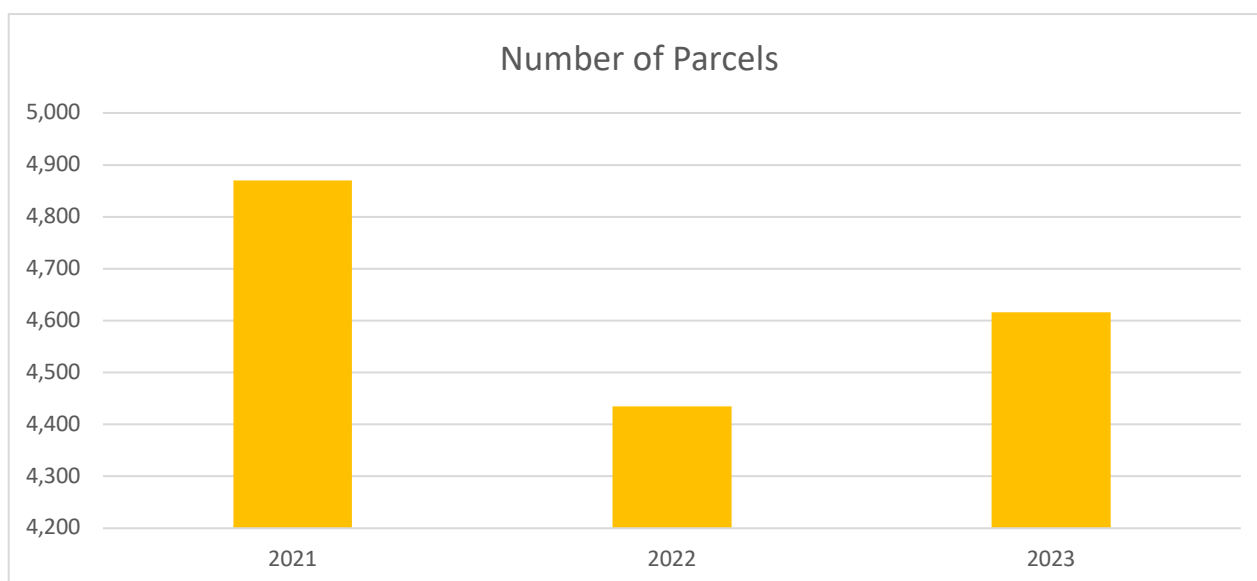
The values of Cirencester Foodbank are:

- Treat everyone with honesty, respect and compassion
- Ensure we are caring, inclusive and just
- Act with integrity in all that we do
- Honour the right to privacy and dignity of those in need

### Main activities undertaken to further Cirencester Foodbank’s objectives

#### Provision of Emergency Food Parcels

In 2023 Cirencester Foodbank provided 4,616 three-day emergency food parcels, compared to 4,435 in 2022 and 4,870 in 2021.



The foodbank distributed its parcels through its centres in Cirencester and Tetbury, and through its delivery service. The centres act as hubs, designed with conversation and connection in mind. In addition, they are places where clients can access additional support and advice services including through support agencies being present in those spaces.

51378.94kg of stock was received in 2023; the majority (45669.18kg) was donated and a smaller quantity (805.93kg) purchased. 44,381.55kg of products were distributed directly to clients, 1855.60kg to partners to support their initiatives in reducing hardship (for instance breakfast clubs) and a further 1141.62kg was damaged or out-of-date.

The foodbank closely monitors its stock levels and the makeup of its stock levels to ensure efficient use of its warehouse space. For example, the foodbank decreased its high stock levels of cereals during the year by donating cereal to school breakfast clubs which schools reported led to a decrease in levels of non-attendance and lateness at school.

The foodbank continues to promote to its donors the donation app, BanktheFood, as an additional stock management tool.

Fresh fruit and vegetables continued to be regularly provided as part of the emergency 3-day parcels.

At Christmas, additional hampers were provided containing long life Christmas food items to each household.

In 2023, the foodbank provided a grant to the Churn Project for the provision of food (including fresh food and snacks) at the Churn's family group activities.

### **Non-Food Support**

Cirencester Foodbank continued to provide a range of non-food support to clients in 2023. Food parcels contain toiletries, cleaning products and pet food (if required). During the year energy vouchers, mobile phone SIM cards, Tesco food vouchers, stationery sets, toiletry bags, reading books for children over the summer holidays, dental hygiene packs, Easter eggs, winter care packs and Christmas hampers were distributed.

### **Signposting and Citizens Advice Support**

The foodbank's signposting team continued to support foodbank clients both in the foodbank hubs and by telephone in 2023. This included referring clients to relevant outside agencies for support (such as Citizens Advice, P3, the Churn Project) and through providing relevant financial support for clients (eg fuel vouchers, SIM cards). With the increasing prevalence of mental health issues resulting in referral to the foodbank, the team undertook training on mental health issues and support and materials to support clients with mental health issues were included with food parcels.

The foodbank has recognized for some time the need for greater support for its clients to manage debt. In 2023 the foodbank increased its funding of support for clients from Citizens Advice from 2 to 6 days through the funding of a specialist debt adviser and additional general adviser support. The debt adviser spent much of 2023 in training but by the end of the year was beginning to advise clients independently. This advice and the advice of the 2 general advisers is provided both in the foodbank centres and after referral from the foodbank's signposting team.

The Citizens Advice foodbank advisers are able to provide advice to the foodbank's clients with the most complex and wide-ranging issues which often require multiple advice meetings over many months.

### **Community Engagement**

The foodbank continued to work closely with its referral partners in 2023 to develop its understanding of drivers of food poverty in the local community and possible solutions. The foodbank worked with key local organisations (including Feeding Gloucestershire and Cotswold District Council) in the planning of a new Cotswold Food Strategy and spoke at the Feeding Gloucestershire launch event in Northleach in June 2023.

The foodbank was involved in a number of community events attended by other support agencies designed to provide information for residents about locally available services, including wellbeing roadshows in Lechalde, South Cerney and Tetbury. In Fairford the foodbank worked with the Working 4 Wellbeing Group to understand the scale of need in that community.

The foodbank initiated many activities during the year aimed at increasing the involvement of people with lived experience in the organisation. The foodbank recognizes this as a long-term ambition, the first step in which is developing close, trusting relationships with our users. Activities included "Rise and Shine" breakfast packs and Coronation recipe packs.

The foodbank spoke with many community organisations throughout the year to inform the local community about the foodbank's vision and its activities and to educate about the causes of food poverty in the area.

### **Staffing**

As of 31 December 2023, the foodbank had 7 members of staff (equivalent to 7 full-time staff):

- Head of Foodbank
- Operations and Logistics Manager
- Warehouse Manager/ Data and Insight Lead (two roles combined in one person)

- Participation Lead
- Family Engagement worker
- Delivery Driver
- Administrator

As a result of the foodbank seeing increasing demand for its services and support required by families in the area, a family engagement worker was recruited in September 2023 for a three year project aiming to develop school/family/foodbank partnerships in order to provide advice and support to families in need and build resilience to overcome food poverty. This project is co-funded by the foodbank and through the generous support of the Symondson Foundation.

### **Premises**

Due to the increasing breadth of the foodbank's operations and the related increase in staff numbers, the foodbank moved to new office space in Cirencester in May 2023. This space provides desk space for all staff and a meeting space and so will assist in the collaborative working which the activities of the foodbank require. The foodbank has entered into a six year lease for these premises, with the ability to terminate the lease by giving three months' notice after the first year. These premises replace the one room office which the foodbank previously occupied on Dyer Street in Cirencester.

The foodbank's warehouse space remains at Cirencester Baptist Church (with additional offsite storage rented as required by the level of donations received).

### **Volunteers**

The foodbank relies on its wonderful team of volunteers across all its activities. Volunteers roles include acting as trustees, packing parcels and sorting donations in the warehouse, assisting clients at the distribution centres in Cirencester and Tetbury, in the administration of the foodbank and assisting with the foodbank's communications. The signposting team of volunteers continue to help foodbank clients to access relevant support services both via phone support and at the foodbank hubs.

A volunteer joined the foodbank full-time in 2023, on sabbatical from their job. This volunteer has assisted the foodbank to develop its relationships with its referral agencies and ensure the foodbank's internal systems are appropriate and effective to manage those relationships.

The foodbank had approximately 100 volunteers in 2023 (excluding trustees). The foodbank is immensely grateful to all its volunteers, without which it could not operate. There are currently 8 separate teams and at 2 annual events these teams are invited to come together as one large family, to learn a little more about other volunteer roles, as well as the staff activities. In 2023, 13 volunteers reached an amazing 5 years or more of volunteering with the foodbank which was recognised at the September volunteer event.

### **Finances**

Cirencester Foodbank's accounting process is based on cash/money transactions as and when they are recorded through the bank account.

In 2023, Cirencester Foodbank received generous support from individuals, other charities and many businesses with food donations and significant financial donations. On 31 December 2023, the food bank had funds of £355,000 (end 2022, £315,000), of which £65,000 was restricted funds for specific projects. Income exceeded expenditure by £39,000, with £17,000 of this excess being restricted funds carried forward to 2024.

Cirencester Foodbank's income for 2023 was £260,000 (2022 £220,000) of which £87,000 (2022 £76,000) is restricted. Unrestricted income was £173,000, higher than 2022 by £30,000. During the year 15 donors (individuals, trusts, clubs and businesses) made donations of more than £1,000, totaling £41,000 with a further £87,000 from three sources providing the restricted funds. £63,000 of the restricted funds relate to grants made by Trussell Trust to the foodbank as part of its Pathfinder Programme. Other regular donations (83 individuals) totaled £30,000.

The food bank uses Just Giving as a fund-raising platform with £15,000 being raised in 2023.

Expenditure for the year totaled £ 221,000 (2022, £146,000). The increase of £75,000 includes projects using restricted funds of £70,000. Normal operational expenses total £151,000, of which £88,000 was for office and administration, £45,000 for warehousing, packing and distribution, and £12,000 for client support services.

Cirencester Foodbank's financial reserves policy is to hold accessible funds to meet the expenses of the food bank for a period of at least twelve months if financial donations cease. The food bank's unrestricted funds at the beginning of 2024 totaled £289,000, which is sufficient to cover forecasted outlays in 2024, and into 2025.

## **Achievements**

Progress on the foodbank's objectives was as follows:

### **Continued effective provision of food parcels to those in crisis**

In 2023, the foodbank provided food parcels with a value of £109,582<sup>1</sup> to the community through its foodbank hubs in Cirencester and Tetbury and through its delivery service. Due to the high rate of both physical and mental ill health and disability amongst its clients and the lack of rural transport options, the foodbank believes a delivery service is essential to reach those clients who are unable to get to Cirencester or Tetbury.

### **Working closely with our referral agencies to ensure a focus on preventing food poverty**

Changes to the data collection system used by the foodbank in 2023 are enabling greater understanding of the circumstances which have led clients to use a foodbank. These changes were introduced to the foodbank's key referral partners in 2023, and the large majority of the foodbank's referral partners entered into new data sharing agreements with the foodbank.

The foodbank published a newsletter for its referral partners in 2023 to raise awareness of food poverty issues in the area.

The foodbank works particularly closely with Citizens Advice with regular meetings to share local data and food poverty and discuss any additional support which may be needed in the community. For example, digital exclusion was highlighted as an issue in the area. As a result the foodbank acquired refurbished laptops through GRCC DAISI (Gloucestershire Rural Community Council's Digital Accessibility, Inclusion, Support and Innovation project) for use by clients at the foodbank's hubs, with the support of the foodbank's staff and volunteers. Fuel poverty has also been seen as an issue by support services in the area; the foodbank is able to distribute fuel vouchers to assist with energy costs and also distributed winter warmer goodie bags to clients containing items such as gloves, socks and a flask.

The family engagement project which started in October 2023 and the dedicated member of staff for this programme has deepened the foodbank's relationship with local schools, enabling earlier intervention for families suffering hardship with the aim of preventing the need for use of the foodbank.

### **Maximising the financial resources of our clients and assisting to deal with the issues leading to food poverty**

The foodbank referred 69 people to its funded Citizens Advice team in 2023. Of these 22 were passed on to the foodbank's Citizens Advice debt advisor for regulated debt advice and support, whilst a further 10 were given support around debt from the general advisors.

All clients who received support from the debt advisor were deemed to no longer be in need of support from the foodbank at the end of the process as their income had been maximized and debt managed to a level where they could afford their core essentials and food. 52 clients supported by the general advice support team were felt to no

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<sup>1</sup> Based on £2.37/kg

longer be reliant on the foodbank. This means that 75% of referred clients were deemed to be free from food poverty as a result of the referral to Citizens Advice.

A total of £426,557 of debt was managed between the general advisors and debt advisor, with a further £49,942 of financial gains achieved.

98 households were supported by the foodbank signposting and family engagement work. These households often had complex needs, with multiple issues that led them into food poverty. As a result, 129 referrals were made to partners, including Citizens Advice, the Fuel Bank Foundation, Step Change, Furniture bank, Community Wellbeing Services and Warm and Well. 240 signposts (provision of information about other groups and services) were also made for this group. £5,908.00 of funding was provided to households through energy vouchers provided via the Fuel Bank Foundation.

### **Communicating the reasons for food poverty and deepening decision-maker relationships to help shape local services**

The foodbank's 2022/23 food poverty report was published in June 2023. This report summarised for local decision makers key statistics around food poverty in the Cotswolds and barriers to residents to access support and services. The foodbank has continued to work throughout the year with its key partners, such as Cotswold District Council, Gloucestershire County Council (particularly in relation to the Holiday Activity and Food Programme (HAF)), Fairford Town Council, Tetbury Town Council and Feeding Gloucestershire to share its knowledge of local food poverty.

The foodbank continued to communicate the challenges for families around accessing support from the HAF. Issues around transport to activities, booking events through the digital portal and the lack of food provision and support for families around budgeting and cooking (which were key deliverables in the Government's aims for the HAF) were shared with Cotswold District Council and Gloucestershire County Council, with feedback from foodbank clients also shared. This has generated conversations in both county and district councils about how provision should be delivered in the remaining HAF periods and after HAF funding runs out in March 2025.

### **Inviting those with lived experience of poverty to help shape our services and ensuring support services are available to all**

As a result of the work of the foodbank's participation lead Sue Price-Rabantheng to understand directly from clients their situations and the reasons why they need to use a foodbank, the foodbank now has a greater understanding of the complex needs of its clients and, in particular, has highlighted the barriers which the lack of rural transport links creates for clients accessing services and support. The foodbank has raised this issue with local decision makers and continues to study the effects of this in the community.

A panel of foodbank clients supported the foodbank in developing a three month engagement project directed towards other foodbank clients, where their initial journey to the foodbank was mapped. This provided a greater understanding of the challenges around getting referred to the foodbank and information on where ongoing support to address their issues was not available. This enabled the foodbank to develop its own signposting, and to provide feedback to partners about gaps in support provision.

APPROVED BY THE BOARD OF TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES:

ANNE CURRIE

Anne Currie (Chair)

23 October 202

# 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>	Lloyds Bank	- 3,668	65,377	-
	United Trust Bank	86,298		
	Cambridge Bank	40,000		
	Charity Bank	81,670	-	-
	Hampshire Trust Bank	85,000	-	-
	<b>Total cash funds</b>		<b>289,300</b>	<b>65,377</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
<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	
	<i>Paul Cooper</i>	PAUL COOPER	07/03/2024	
	<i>AP Currie</i>	AP CURRIE	07/03/2024	



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** Cirencester Foodbank

**On accounts for the year  
ended** 31 December 2023 **Charity no  
(if any)** 1159810

**Set out on pages** 1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.12.2023

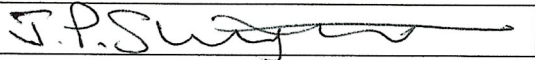
**Responsibilities and  
basis of report** As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying 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 (~~other than that disclosed below~~ \*) 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 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.

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

**Signed:**  **Date:** 18/02/2024

**Name:** Philip Stansfield

**Relevant professional  
qualification(s) or body  
(if any):** FCA in England and Wales (Retired)

**Address:** The Downings  
Church Lane, South Cerney  
Glos GL7 5TT

**SOUTH COTSWOLDS FOODBANK**

England & Wales - Charity number 1159810

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# Accounts

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**Cirencester Foodbank**

**Report of the Trustees and Financial Statements**

**For the Year Ended 31 December 2022**

**Cirencester Foodbank**  
**Contents of the Report of the Trustees and Unaudited Financial Statements**  
**for the Year Ended 31 December 2022**

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Charity Information	3
Report of the Trustees	4
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11

**Cirencester Foodbank**  
**Charity Information**

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**Registered charitable incorporated organisation number 1159810**

**Registered office and Principal address**

Cirencester Baptist Church  
Chesterton Lane  
Cirencester  
Gloucestershire  
GL7 1YE

**Trustees**

Kieran Archer	
Paul Cooper	
Anne Currie	Chair
Annelie Green	Appointed 7 September 2023
Clare Hannis	
Alex Hudd	Resigned 23 March 2023
Stephen Lynas	Appointed 13 July 2023
David Taylor	Treasurer
Elisabeth Thomas	
Cliff Thrussell	Resigned 12 September 2023
Christine Whittaker	Term ended 1 August 2022

**Head of Foodbank**

Anton Wynn

**Professional Advisors**

Philip Stansfield	Independent examiner
Mike Verdi-Cotts	Design and Publications

**Bankers**

Lloyds Bank  
Business Banking  
BX1 1LT

**Website**

[www.cirencester.foodbank.org.uk](http://www.cirencester.foodbank.org.uk)

**Cirencester Foodbank CIO**  
**Report of the Trustees for the Year Ended 31 December 2022**

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The Trustees are pleased to present their report together with the independently examined financial statements of Cirencester Foodbank for the year ended 31 December 2022. The financial statements comply with the Charities Act 2011, Cirencester Foodbank's constitution and the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as amended by Update Bulletin 1.

**Constitution**

Cirencester Foodbank was registered as a charitable incorporated organisation by the Charity Commission on 6 January 2015. The constitution is dated 6 January 2015.

**Organisational structure and decision making**

Overall responsibility for Cirencester Foodbank sits with the trustees who meet approximately quarterly to receive reports on Cirencester Foodbank's activities, to determine the strategy and objectives of Cirencester Foodbank and to ensure all relevant governance requirements and standards are upheld. In 2022, the Trustee Board was supported by 7 sub-committees, each comprised of trustees and some including the Head of Foodbank. The sub-committees were Governance; Finance; Personnel, Communications, Grants; Covid-19 and Strategy. Each sub-committee operates within a terms of reference approved by the board and meets at least 4 times per year. The Covid-19 sub-committee was disbanded in June 2022 and any continuing responsibilities taken on by other sub-committees. The Grants sub-committee was disbanded in September 2022.

Progressing on the strategic priorities of the foodbank and management of the foodbank's day to day operations are the responsibility of the Head of Foodbank. In this he is assisted by a team of 5 staff (see staffing below). A scheme of delegation sets out the powers which have been delegated to the Head of Foodbank or other staff members. The scheme of delegation is reviewed and updated regularly by the board of trustees.

The foodbank receives support for its services from Trussell Trust under the terms of a franchise agreement. Under the terms of this agreement the foodbank has agreed to orient its strategic goals towards ending the need for its service, to involve people with lived experience of foodbank use in all aspects of the foodbank's activities and to uphold Trussell Trust's organizational values of compassion, justice, dignity and community. The foodbank is grateful for all the support which it has received from Trussell Trust, including financial support for key staff roles, its operation of the foodbank's referral system and materials, training and other support.

**Policies and objectives**

The charitable objectives of Cirencester Foodbank are to:

- Relieve persons in Cirencester and throughout the district who are in conditions of need, hardship or distress (beneficiaries) in such ways as from time to time the trustees see fit;
- In furtherance of the first objective to supply goods to beneficiaries, either directly or through agency partners approved by the Trustees. Goods include but are not limited to food, including tinned and dried food to ensure a healthy, balanced and nutritional diet sufficient for three days at a time, clothes, furniture and heating;
- Undertake any other activity consistent with the primary purpose of Cirencester Foodbank, including but not limited to counselling and other advisory services.

Following a review of the foodbank's strategic objectives in 2021/22, the board agreed in April 2022 a new set of strategic objectives and priorities to progress towards the ultimate vision of Cirencester Foodbank to see a community without the need for a food bank.

The strategic objectives are:

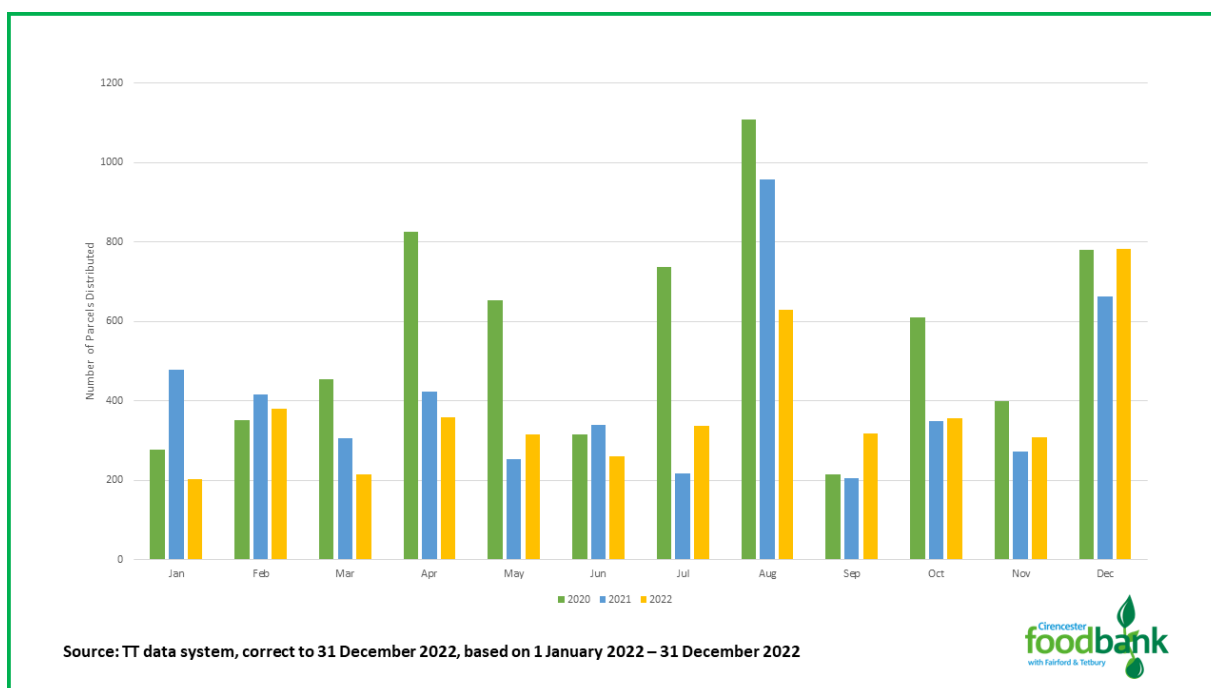
- an end to the need for food banks
- better and earlier access to effective and dignified support for our clients
- the community working together to tackle the root cause of food poverty
- greater understanding of food poverty in our community

These will be achieved through:

- the continued effective provision of food parcels to those in crisis
- working closely with the foodbank’s referral agencies to ensure a focus on preventing food poverty
- maximizing the financial resources of our clients and assisting to deal with the issues leading to food poverty
- communicating the reasons for food poverty and deepening decision maker relationships to help shape local services
- inviting those with lived experience of poverty to help shape our services and ensuring support services are available to all

### Main activities undertaken to further Cirencester Foodbank’s objectives

During 2022 Cirencester Foodbank reopened its centres in Cirencester and Tetbury. Its delivery service remained in place to support people across the southern area of the Cotswold district who were unable to reach its distribution centres, whether due to ill health, disability, lack of transport services or other challenges. The centres aim to provide a greater level of support to foodbank clients by addressing the underlying issues which have led them into food poverty. The Tetbury centre was rebranded as a Foodbankplus hub and other support agencies have been invited into the space, providing additional support and advice services to foodbank clients.



In 2022 Cirencester Foodbank provided 4,435 three-day emergency food parcels, compared to 4,870 in 2021, 6,726 in 2020 and 4,723 in 2019. The fall in provision came in the first six months of 2022 (with 1720 parcels provided in the six months ended 30 June 2022 compared to 2214 in the same period in 2021). However, the latter six months of the year saw rising demand, in excess of the same period in 2021, as the cost-of-living crisis created challenges for households.

The overall fall in the provision of parcels in a time of increasing energy prices, food inflation and other cost-of-living increases can be linked to a few key factors.

The work of the foodbank's signposting team and that of the Citizens Advice advisor funded by the foodbank saw significant financial gains and debt managed for foodbank clients. The focus on advice and support helped people facing hardship overcome the crisis they faced quicker and become more resilient in facing future challenges. The provision by the foodbank of Tesco food vouchers, mobile phone SIM cards and energy vouchers also provided financial support which resulted in clients not having to request further food parcels as often as in previous years.

Additionally, other crisis support funding administered by national government and local partners was introduced in 2022. This included government cost-of-living payments and funding from the Household Support Fund (which provided supermarket food vouchers, energy vouchers and other financial aid). This stream of crisis funding helped to provide solutions to people in hardship other than the foodbank.

Another factor explaining the reduced parcel numbers in 2022 is the capacity issues that existed in local support agencies throughout the year. High demand for local services prevented clients from getting through to advice and support partners who could refer them to the foodbank.

Food stock levels, achieved through public and corporate donations, remained strong in 2022. 52,072kg of food, household, hygiene, baby and pet items were received with 51,789kg distributed. Donations were particularly high in December. Additional warehouse storage was secured to accommodate this peak in donations and additional storage of parcels was needed as a result of high winter demand. The introduction of a new donation app, BanktheFood, in combination with other initiatives helped to ensure effective stock management.

Fresh fruit and vegetables continued to be regularly provided as part of the emergency 3-day parcels.

### **Non-Food Support**

Cirencester Foodbank continued to provide a range of non-food support to clients. This included the introduction of energy vouchers, through a new partnership with the Fuel Bank Foundation. During the year mobile phone SIM cards, Tesco food vouchers, stationery sets, toiletry bags, reading books for children over the summer holidays, dental hygiene packs, Easter eggs, winter care packs and Christmas hampers were distributed. Additionally, enrichment activities, such as theatre and museum tickets, were supplied as a result of partnerships with the Barn Theatre and Corinium Museum in Cirencester.

### **Signposting and Citizens Advice Support**

The foodbank's signposting team continued to grow and develop in 2022. As the foodbank's distribution centres reopened, volunteer signposting team members were recruited to ensure there was a regular presence in the hubs. Remote telephone support continued to be offered to clients receiving deliveries.

The foodbank continued to fund 2 days per week of a Citizens Advice general advisor in 2022. This role provided significant support to foodbank clients with complex advice needs and resulted in both financial gains and non-financial support being provided to foodbank clients.

### **Staffing**

As of 31 December 2022, the foodbank had 5 members of staff (equivalent to 3.2 full-time staff). A part-time (15hr) data and insight lead was recruited in October 2022 to help the foodbank better understand the drivers of food poverty in the local area. This role was funded by a grant from the Trussell Trust.

### **Volunteers**

The foodbank could not operate without the support of new and existing volunteers. The foodbank had approximately 140 volunteers in 2022 (excluding trustees). The strong support received from the public and corporations continued in 2022 with traditional and new strategic roles being filled by volunteers.

Warehouse and centre volunteers returned to their roles, as the impact of the pandemic lessened. Signposting and advice volunteers continued to provide phone support, along with being present in the foodbank hubs when they reopened. A new strategic data volunteer team was recruited to support the work of the data and insight lead.

## Finances

Cirencester Foodbank's accounting process is based on cash/money transactions as and when they are recorded through the bank account.

In 2022, Cirencester Foodbank received generous support from individuals, other charities and many businesses with food donations and significant financial donations. On 31 December 2022 the food bank had funds of £315,000 (end 2021, £240,000), of which £48,000 was restricted funds for specific projects. Income exceeded expenditure by £74,000, with £48,000 of this excess being restricted funds carried forward to 2023.

Cirencester Foodbank's income for 2022 was £220,000 (2021 £144,000) of which £76,000 (2021 £6,000) is restricted. Unrestricted income was £142,000, higher than 2021 by £4,000. During the year 26 donors (individuals, trusts, clubs and businesses) made donations of more than £1,000, totaling £72,000 with a further £76,000 from two sources providing the restricted funds. £52,000 of the restricted funds relate to grants made by Trussell Trust to the foodbank as part of its Pathfinder Programme. Other regular donations (76 individuals) totaled £23,000.

The food bank uses Just Giving as a fund-raising platform with £12,000 being raised in 2022.

Expenditure for the year totaled £146,000 (2021, £99,000). The increase of £47,000 includes projects using restricted funds of £28,000. Normal operational expenses total £118,000. All employee costs total £71,000 (49%), other administrative costs of £9,000, other delivery costs £4,000, other warehousing and product top up costs of £6,000, all media and marketing £2,000, with £3,000 being granted to another charity. We used £14,000 to provide general advice at our hubs, via a Citizens Advice adviser.

Cirencester Foodbank's financial reserves policy is to hold accessible funds to meet the expenses of the food bank for a period of at least twelve months if financial donations cease. The food bank's unrestricted funds at the beginning of 2023 totaled £267,000, which is sufficient to cover forecasted outlays in 2023, and into 2024.

## Achievements

Progress on the strategic objectives was as follows:

### **Continued effective provision of food parcels to those in crisis**

The reopening of the foodbank's centres in Cirencester and Tetbury alongside the continuation of the foodbank's delivery service provides a flexible model of support and enables the foodbank to provide support to those in rural communities and those who would find it difficult through lack of rural transport, age or ill health to get to a physical distribution centre.

### **Working closely with our referral agencies to ensure a focus on preventing food poverty**

During 2022, the foodbank undertook research to understand more about what the foodbank's top referral agencies are doing to support people with the root cause of the issues they were facing. Engagement with schools, who refer high numbers of clients throughout the year, was prioritized to understand the support they provide. This work resulted in stronger relationships with the foodbank's partners, and a clearer understanding of the steps needed to ensure local people already in, or at risk of, food poverty are supported and given access to advice as early as possible.

### **Maximising the financial resources of our clients and assisting to deal with the issues leading to food poverty**

As a result of the work of the Citizens Advice adviser funded by the foodbank clients received financial gains (non-food related support) of £21,606, £42,420 of debt was managed and £20,961 of debt was written off. As a result of this work, it was anticipated that 41 people were no longer in food poverty and needed no further foodbank support.

The foodbank was able to provide non-food support to its clients through its partnership with the Fuel Bank Foundation and through the provision of Tesco food vouchers, both of which were made possible with funding from Gloucester County Council's household support fund. In addition, the signposting team made 205 signposting interventions for foodbank clients, providing advice and support to address the underlying issues that had led them

into food poverty. £7,500 worth of food only supermarket vouchers were provided, alongside food parcels to enable clients, facing the cost of living crisis, to buy fresh goods.

**Communicating the reasons for food poverty and deepening decision-maker relationships to help shape local services**

The foodbank launched its 2021/22 food poverty report in June 2022. The event was attended by around 80 representatives, including foodbank supporters, local councillors, support agency staff and other professionals. The event enabled the foodbank to share with the local community and stakeholders the issues being faced by people in food poverty. The report drew on data from the foodbank's referral system, local ward data and lived experience expertise, helped to communicate the drivers of food poverty and suggest routes to help eradicate it. The report was shared with local, district and national policy decision makers and was used to facilitate conversations with local stakeholders about how joint solutions can be implemented.

**Inviting those with lived experience of poverty to help shape our services and ensuring support services are available to all**

Throughout the year, the foodbank continued to develop its work with people with lived experience of food poverty. This included capturing and sharing stories and case studies from clients to effectively communicate the core issues and drivers of food poverty and the challenges clients have in overcoming barriers to help themselves get out of the crises they are facing. Feedback on how the foodbank could improve its services was captured using feedback cards provided to all new clients.

In December 2022 the foodbank recruited a participation and engagement worker. This new role will support the foodbank in understanding the drivers of food poverty at a local level, drawing in expertise from people with lived experience to make changes to the foodbank's service and provide education and information on what other steps are needed to prevent food poverty locally. This role has been funded by a grant from the Trussell Trust.

APPROVED BY THE BOARD OF TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES:

A handwritten signature in black ink, appearing to read 'Anne Currie', is written over a light blue rectangular background.

Anne Currie (Chair)

20 October 2023



**Section A**

**Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Cirencester Foodbank		
<b>On accounts for the year ended</b>	31 December 2022	<b>Charity no (if any)</b>	1159810
	<b>Set out on pages</b>		
	1		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.12.2022.

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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.

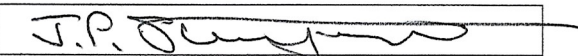
**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ \*) 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 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.

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

**Signed:**  **Date:** 19/02/2023

**Name:** JAMES PHILIP STANFIELD

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

FCA in England and Wales (Retired)

**Address:**

The Downings  
Church Lane, South Cerney  
Glos GL7 5TT



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Cirencester Foodbank

1159810

## Receipts and payments accounts


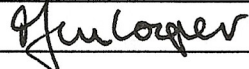
CC16a

For the period from	Period start date 01/01/2022	To	Period end date 21/12/2022
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### 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	120,339	-	-	120,339	112,361
Trussell Trust Tesco Top Up	4,428	-	-	4,428	3,598
Charitable Trusts and Grants	11,319	-	-	11,319	11,635
Gft Aid and GASDS	7,465	-	-	7,465	16,029
deposit account interest	6	-	-	6	364
Glos County Council Household Relief	-	25,000	-	25,000	-
Trussell Trust Pathfinder Programs	-	51,196	-	51,196	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>143,557</b>	<b>76,196</b>	<b>-</b>	<b>219,753</b>	<b>143,987</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>143,557</b>	<b>76,196</b>	<b>-</b>	<b>219,753</b>	<b>143,987</b>
<b>A3 Payments</b>					
Staff Payroll (inc pensions)	68,559	-	-	68,559	50,422
Warehouse Rent,Packing,Racking	13,299	-	-	13,299	8,696
Product movement inc delivery to	3,470	-	-	3,470	3,321
Distribution Centres,hubs, cafes	1,886	-	-	1,886	-
Products for stock, special dietary	2,576	-	-	2,576	9,653
Grants to third parties	3,000	-	-	3,000	7,200
Glos County Council Household Relief	-	25,000	-	25,000	-
Admin,media, communication, misc	10,882	-	-	10,882	9,606
Pathfinder Programs	14,179	2,986	-	17,165	9,750
	-	-	-	-	-
<b>Sub total</b>	<b>117,852</b>	<b>27,986</b>	<b>-</b>	<b>145,838</b>	<b>98,648</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>117,852</b>	<b>27,986</b>	<b>-</b>	<b>145,838</b>	<b>98,648</b>
<b>Net of receipts/(payments)</b>	<b>25,705</b>	<b>48,210</b>	<b>-</b>	<b>73,915</b>	<b>45,339</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>25,705</b>	<b>48,210</b>	<b>-</b>	<b>73,915</b>	<b>45,339</b>

## 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>	Lloyds Bank	94,692	48,210	-
	Charity Bank	86,415	-	-
	Hampshire Trust Bank	85,871	-	-
	<b>Total cash funds</b>	<b>266,978</b>	<b>48,210</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
	<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>	
<b>B2 Other monetary assets</b>	Details	-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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 liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>		-	-	-
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		A.P. CURRIE	2/3/23	
		PAUL COOPER	2/3/23	

**SOUTH COTSWOLDS FOODBANK**

England & Wales - Charity number 1159810

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# Accounts

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**Cirencester Foodbank**  
**Report of the Trustees and Financial Statements**  
**For the Year Ended 31 December 2021**

**Cirencester Foodbank**  
**Contents of the Report of the Trustees and Unaudited Financial Statements**  
**for the Year Ended 31 December 2021**

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Statement of Financial Activities	12
Balance Sheet	13

**Cirencester Foodbank**  
**Charity Information**

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**Registered charitable incorporated organisation number 1159810**

**Registered office and Principal address**

Cirencester Baptist Church  
Chesterton Lane  
Cirencester  
Gloucestershire  
GL7 1YE

**Trustees**

Kieran Archer	
Paul Cooper	
Anne Currie	Chair
Clare Hannis	
David Taylor	Treasurer
Elisabeth Thomas	
Cliff Thrussell	
Christine Whittaker	
Alex Hudd	Appointed 10 June 2021

**Foodbank Manager/Head of Foodbank**

Rachel Brindley	Left 18 June 2021
Anton Wynn	Appointed 31 August 2021

**Operations Manager**

Lyn Gillam

**Professional Advisors**

Philip Stansfield	Independent examiner
Mike Verdi-Cotts	Design and Publications

**Bankers**

Lloyds Bank  
Business Banking  
BX1 1LT

**Website**

[www.cirencester.foodbank.org.uk](http://www.cirencester.foodbank.org.uk)

**Cirencester Foodbank CIO**  
**Report of the Trustees for the Year Ended 31 December 2021**

---

The Trustees are pleased to present their report together with the independently examined financial statements of Cirencester Foodbank for the year ended 31 December 2021. The financial statements comply with the Charities Act 2011, Cirencester Foodbank's constitution and the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as amended by Update Bulletin 1.

**Constitution**

Cirencester Foodbank was registered as a charitable incorporated organisation by the Charity Commission on 6 January 2015. The constitution is dated 6 January 2015.

**Organisational structure and decision making**

Overall responsibility for Cirencester Foodbank sits with the trustees who meet approximately quarterly to receive reports on Cirencester Foodbank's activities and determine the strategy and policy of Cirencester Foodbank. In 2021, the Trustee Board was supported by 6 sub-committees, each comprised of trustees and some including the Head of Foodbank. The sub-committees are Governance; Finance; Personnel, Communications, Grants and Covid-19. Each sub-committee operates within a terms of reference approved by the board and meets at least 4 times per year.

Alex Hudd was appointed as a trustee in June 2021. Alex has been a volunteer with the food bank since 2018 and brings professional media and communications experience to the board.

The Foodbank Manager, Rachel Brindley, left the food bank in June 2021. Rachel had been with the food bank for 7 years and had overseen a period of large growth in the food bank's operations and the upheaval caused by the Covid-19 pandemic. The Board is extremely grateful for the dedication and passion shown by Rachel in her time as Foodbank Manager.

In light of the increased workload running the day to day operations of the food bank and the desire of the Board to focus on the strategic objectives of the foodbank, the Board decided to recruit as Rachel's replacement a full-time Head of Foodbank, the majority of whose time would be spent on delivering revised strategic objectives of the food bank. In addition, the Head of Foodbank oversees the day to day operations of the food bank, assisted by the Operations Manager, the Warehouse Manager, a delivery driver and an administrator. Both the Foodbank Manager and the Head of Foodbank attended Trustee Board meetings and some of the sub-committee meetings (as relevant and required) in 2021.

**Policies and objectives**

The charitable objectives of Cirencester Foodbank are to:

- Relieve persons in Cirencester and throughout the district who are in conditions of need, hardship or distress (beneficiaries) in such ways as from time to time the trustees see fit;
- In furtherance of the first objective to supply goods to beneficiaries, either directly or through agency partners approved by the Trustees. Goods include but are not limited to food, including tinned and dried food to ensure a healthy, balanced and nutritional diet sufficient for three days at a time, clothes, furniture and heating;
- Undertake any other activity consistent with the primary purpose of Cirencester Foodbank, including but not limited to counselling and other advisory services.

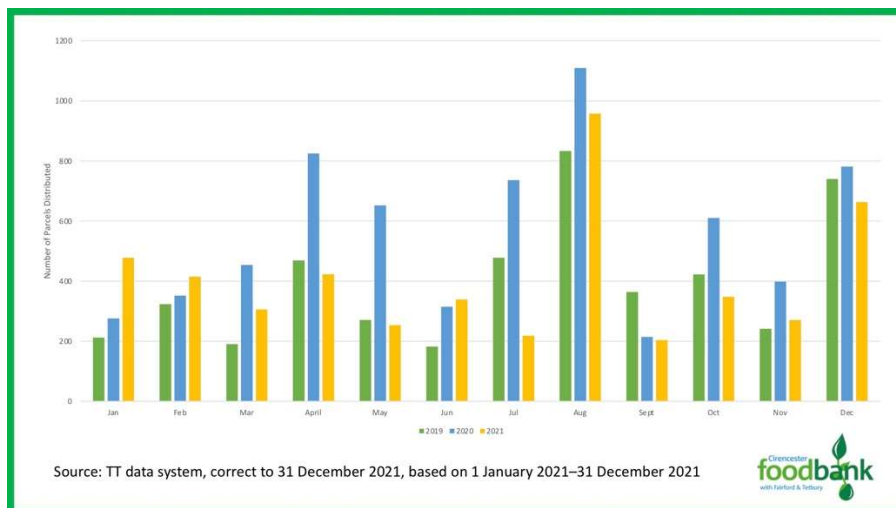
In 2021, the Trustees began a realignment of the strategy of the food bank, broadly in line with the strategy outlined in the *Together for Change* objectives announced by Trussell Trust in 2020. The ultimate vision of Cirencester Foodbank is to see a community without the need for a food bank. In the second half of 2021 and into 2022, the food

bank has worked to focus this vision into specific objectives to work towards this vision. During this period of realignment, Cirencester Foodbank continued to focus its strategic goals around the objectives agreed by Trustees in October 2019. This covered the following four objectives:

- To expand geographical reach
- To expand client reach
- To develop core food offer
- To assist clients out of food poverty

### Main activities undertaken to further Cirencester Foodbank’s objectives

Cirencester Foodbank continued to operate on a delivery model in 2021, as it had done since the beginning of the pandemic in March 2020. Throughout 2021, the food bank kept under review plans to reopen its physical centres in the community. However, the continued high levels of Covid-19 during 2021 and the challenges this presented for safe operations at the distribution centres meant that it was not possible to reestablish a physical presence in the community. However, the delivery service operated in 2021 enabled the food bank to provide support to clients who may not have been previously able to reach our distribution centres, whether because of ill health/disability, lack of rural transport services or some other reason.



Food Parcels Delivered Jan – Dec 2021

In 2021 Cirencester Foodbank provided 4,876 three-day emergency food parcels, compared to 6,722 in 2020 and 4,725 in 2019. This reduction in numbers from 2020 was not unexpected due to the high number of food parcels provided in 2020 due to the pandemic. Fluctuating referral numbers may be due to a number of factors such as the closure of some advice and support services in the area and require further investigation. The overall trend of food parcels given out remains an upward one once the 2020 Covid-19 affected numbers are taken out of the calculation. The main reason cited as the need for a food parcel is “low income”. As this covers a variety of scenarios, the food bank is working with its referral agencies to better understand the reasons for referral to the foodbank.

Food stock levels remained high throughout 2021. 54.2 tonnes of food, toiletries and household cleaning products were donated in 2021 and 52.2 tonnes was given out in three-day food parcels to individuals and families in crisis. The food bank took on additional warehouse space in order to accommodate the high levels of stock. The food bank uses its social media channels to encourage donations of those foodstuffs which are in short supply and avoid an excess of any particular food item.

Clients continue to receive toiletries, household cleaning, nappies, sanitary and pet food as required as part of their food parcels. The food bank also offers fresh fruit and vegetables and other fresh food items such as eggs and bread when available.

In addition to emergency food parcel provision, the foodbank also provided stationery sets, toiletry bags and reading books for children over the summer holidays, dental hygiene packs and Easter eggs over the course of 2021. Clients have also been provided with mobile phone SIM cards as part of Vodafone's 'Buy One, Give One' digital inclusion scheme. This enables clients to stay connected to their support networks. Winter care packs were also distributed to the most vulnerable clients who were struggling at home with the cold.

Thanks to a generous donation from the Julia and Hans Rausing Trust, Cirencester Foodbank was able to provide extra provisions to clients over the Christmas period 2021. This comprised a hamper of seasonal items, a supermarket voucher to purchase meat (or dietary alternatives) and an enlarged food parcel to cover the Christmas/New Year period. 187 of these hampers and extended provision parcels were distributed.

The food bank continued to work closely with other local agencies (including district and town councils) to better understand the needs of the community and to provide support at an earlier point of intervention and thereby avoid the need for a referral to the food bank.

Cirencester Foodbank also worked closely with its referral agency partners to ensure that clients have access to advice services and support and expanded its signposting services to assist clients move out of food poverty (see below). The foodbank doubled the capacity of the Citizens Advice adviser funded by Cirencester Foodbank from one to two days during 2021. The adviser assisted 230 food bank clients referred to her for additional support.

## **Grants**

A grants sub-committee was established in 2020 to identify any financial support which the food bank could provide to local entities in order to further the food bank's objective of relieving hardship in the district. In 2021 the food bank made a grant of £1,200 to Deer Park school to fund provision of breakfast "grab and go" bags. These bags replaced the breakfast club provision which the school had run prior to the pandemic and which the food bank had supplied with various breakfast items. In addition, Cirencester Foodbank made grants totaling £6,000 to Powell's Primary School and Fairford Primary School for IT equipment to enable vulnerable children to access remote learning during the pandemic period.

## **Volunteers**

Loyal support from both new and existing volunteers continued in 2021 with volunteers sorting food in the warehouse, picking parcels for delivery to clients, providing signposting services to clients and undertaking administrative tasks.

As the effects of the pandemic lessened and food donations remained high, the food bank was able to increase warehouse volunteer sessions from 3 weekly evening sessions to also include an afternoon session. The warehouse teams also slowly increased in size to an average of 3 per team. In addition, volunteers provided cover for the food bank's delivery driver and additional capacity at busy periods such as Christmas.

## **Signposting**

The signposting initiative established in 2020 whereby clients receive a further call from a food bank volunteer to see how else they can be supported continued and expanded in 2021. The signposting team undertook training with various support and advice agencies such as Warm and Well, Cheltenham Samaritans and the British Red Cross. Using the signposting toolkit created by the team including information on local support services, the team were able to make over 400 calls to clients in 2021 and offer signposting support.

## **Finances**

Cirencester Foodbank's accounting process is based on cash/money transactions as and when they are recorded through the bank account.

During the year 2021, Cirencester Foodbank received generous support from individuals, other charities and many businesses with food donations and significant financial donations. On 31 December 2021 the food bank had funds of £240,000 (end 2020, £194,000). Income has exceeded expenditure by £45,000.

Cirencester Foodbank's income for 2021 was exceptional at £144,000 (2020 £187,000). The Foodbank received 27 donations of more than £1,000, totalling £73,000 (including £5,800 of restricted donations). In January 2021, the Foodbank had 61 regular monthly donations from individuals totalling £2,000 per month which remained stable throughout the year. The business Virgin Money Giving ceased to operate in 2021 resulting in the food bank electing to use Just Giving as its online donation platform. The food bank received £15,000 per annum via these platforms.

Expenditure for the year totalled £144,000 (2020, £74,000) which included the spending of restricted donations. The increase is due to the full year impact of moving to a delivery model, with staff levels increasing to 5 employees - one full time Head of Foodbank, one part-time Operations Manager, one part-time warehouse manager, one part time administration support person, and one part time driver. Staff costs were £50,000 (35%). Other key areas of spending included the purchase of items required but not donated and additional items for Christmas Hampers (£10,000), grants to support schools (£7,200), a Citizens Advice adviser to provide client support and signposting (£10,000), office rental (£5,000), packing and warehouse materials (£9,000), and vehicle and fuel costs (£2,500).

Cirencester Foodbank's financial reserves policy is to hold accessible funds to meet the expenses of the food bank for a period of at least twelve months if financial donations cease. The food bank's funds at the beginning of 2022 totalled £240,000, which is sufficient to cover forecasted outlays in 2022, and into 2023.

## **Achievements**

Progress against the four objectives is outlined below:

- To develop geographical reach

The home delivery service continues to enable the food bank to expand its reach to the villages and areas where clients had previously found it difficult to access food bank support. The foodbank has worked with the wellbeing teams in Fairford and Tetbury to identify local need and to identify and address issues leading clients into food poverty

The food bank worked to connect with many local community support groups, many of which formed over the pandemic to ensure clear avenues of access for food bank support. This is especially important where support agencies do not reach rural areas

- To expand client reach

Schools act as important hubs in our communities. As a result of analysis undertaken by the food bank of its referral agencies, the food bank identified that many schools were not aware that they could refer in to the food bank. The food bank has worked with local schools so that they are aware of the support which the food bank can provide and to bring on those schools as referrers.

- To develop core food offer

The food bank has continued to provide fresh food items such as potatoes, carrots, onions fruit and eggs to its clients as well as toiletry and sanitary products and pet food. The Christmas hamper initiative provided seasonal produce and a supermarket voucher to 187 clients.

- To assist clients out of food poverty

This has been a key focus for the food bank in 2021. The food bank's internal signposting service has been expanded and a toolkit developed to ensure clients are signposted to available relevant local services. All new food bank clients received an offer of signposting support.

In addition, the doubling of the food bank's Citizens Advice adviser's hours has enabled over 200 clients to be referred to Citizens Advice for additional support.

The incoming Head of Foodbank began in Autumn 2021 a project to analyse the key referral pathways in to the food bank with the objective of ensuring that early intervention for support is available for clients and to ensure that clients in all areas of our community have access to support services.

APPROVED BY THE BOARD OF TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES:

A handwritten signature in black ink, appearing to read 'Anne Currie', is written on a light blue rectangular background.

Anne Currie (Chair)

26 October 2022

**Independent Examiner's Report to the Trustees on the unaudited financial statements of Cirencester Foodbank for the Year Ended 31 December 2021**



Section A Independent Examiner's Report

Report to the trustees/ members of

Cirencester Foodbank

On accounts for the year ended

31 December 2021

Charity no (if any)

1159810

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.12.2021.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 (~~other than that disclosed below~~ \*) 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 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.

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

Signed:

J.P. Stansfield

Date:

16/02/2022

Name:

PHILIP STANSFIELD

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

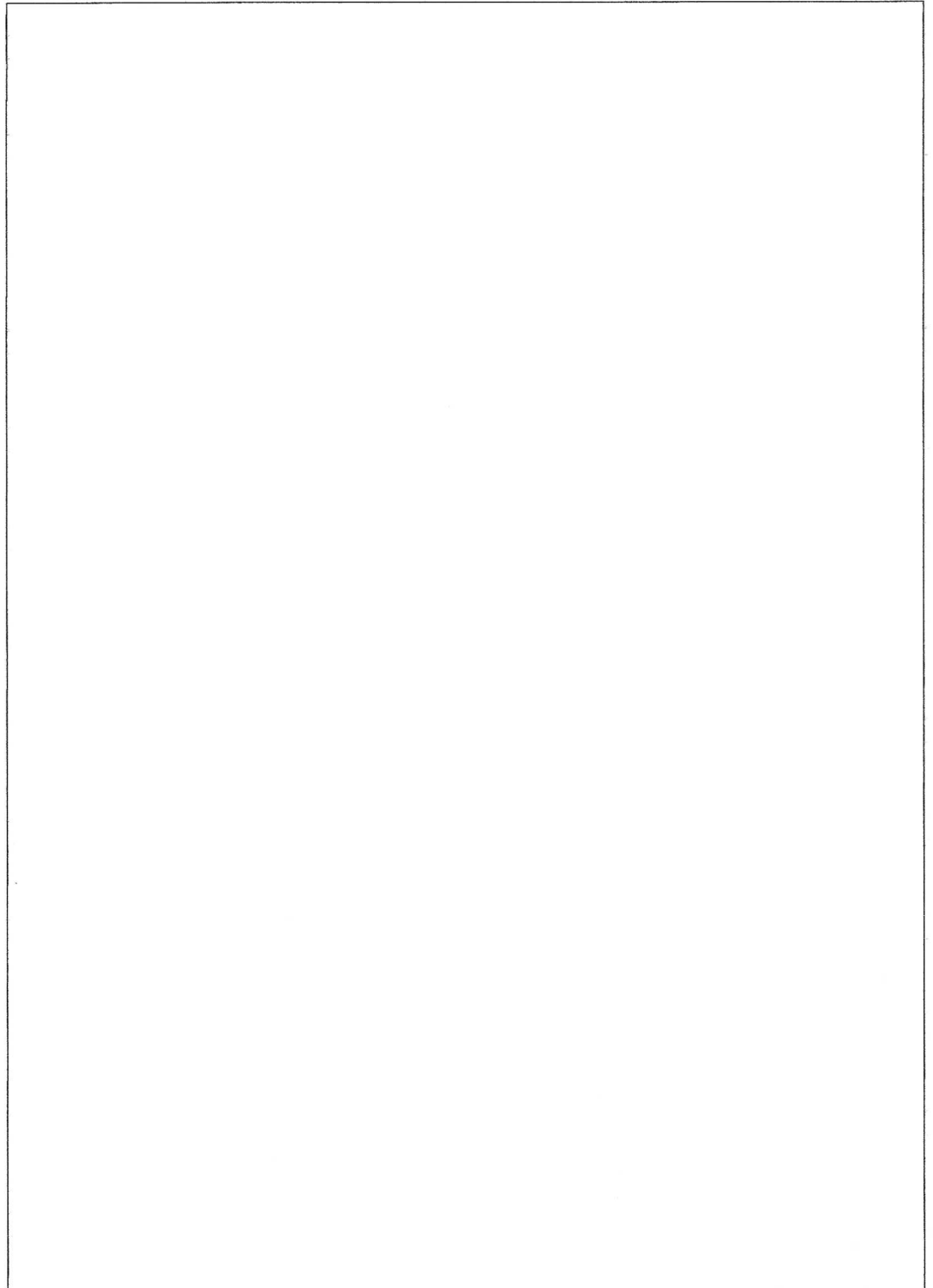
FCA in England and Wales (Retired)

Address:

The Downings
Church Lane, South Cerney
Glos GL7 5TT

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 details of any items that the examiner wishes to disclose.**





Receipts and payments accounts


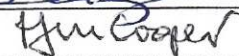
CC16a

For the period from	01-01-21	To	31.12.21
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**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	112,361	-	-	112,361	154,492
Trussell Trust Tesco Top Up	3,598	-	-	3,598	3,569
Charitable Trusts & Grants	5,835	5,800	-	11,635	21,152
	-	-	-	-	-
Gift Aid and GASDS	16,029	-	-	16,029	7,088
deposit account interest	364	-	-	364	749
<i>Sub total (Gross income for AR)</i>	<b>138,187</b>	<b>5,800</b>	<b>-</b>	<b>143,987</b>	<b>187,050</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total receipts</b>	<b>138,187</b>	<b>5,800</b>	<b>-</b>	<b>143,987</b>	<b>187,050</b>
<b>A3 Payments</b>					
Warehouse & operation rents	8,696	-	-	8,696	5,201
Room Hire inc office space	4,680	-	-	4,680	4,191
Staff costs	50,422	-	-	50,422	36,003
Staff travel costs	69	-	-	69	23
Top Up food purchases	3,853	5,800	-	9,653	9,414
CAB agent	9,750	-	-	9,750	7,250
Misc Expenses	-	-	-	-	5,000
Publicity, Media, Stationery	1,177	-	-	1,177	119
Fees to Trussell, ICO etc	78	-	-	78	594
Van, fuel, Ins, Maint, repairs	2,469	-	-	2,469	1,667
Van Hire	852	-	-	852	956
Office Costs	1,354	-	-	1,354	1,906
Insurance	924	-	-	924	429
laptops, office equipment	1,324	-	-	1,324	1,114
Grants to 3rd parties	7,200	-	-	7,200	-
<i>Sub total</i>	<b>92,848</b>	<b>5,800</b>	<b>-</b>	<b>98,648</b>	<b>73,867</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<i>Sub total</i>	-	-	-	-	-
<b>Total payments</b>	<b>92,848</b>	<b>5,800</b>	<b>-</b>	<b>98,648</b>	<b>73,867</b>
<i>Net of receipts/(payments)</i>	<b>45,339</b>	<b>-</b>	<b>-</b>	<b>45,339</b>	<b>113,183</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<i>Cash funds this year end</i>	<b>45,339</b>	<b>-</b>	<b>-</b>	<b>45,339</b>	<b>113,183</b>

## 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>	Lloyds Bank	68,939	-	-
	Charity Bank	85,909	-	-
	Hampshire Trust Bank	85,000	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>239,848</b>	-	-
		Agreement	OK	OK
		Error		
		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	
		David Taylor	17-02-22	
		Paul Cooper	17-02-22	

**SOUTH COTSWOLDS FOODBANK**

England & Wales - Charity number 1159810

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# Accounts

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**Cirencester Foodbank**  
**Report of the Trustees and Financial Statements**  
**For the Year Ended 31 December 2020**

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**Cirencester Foodbank  
Charity Information**

---

**Registered charitable incorporated organisation number 1159810**

**Registered office and Principal address**

Cirencester Baptist Church  
Chesterton Lane  
Cirencester  
Gloucestershire  
GL7 1YE

**Trustees**

Robert Church	Resigned 7 June 2020
Paul Cooper	
Anne Currie	Chair from 1 March 2020
Clare Hannis	Chair until 1 March 2020
David Taylor	
Elisabeth Thomas	
Cliff Thrussell	
Christine Whittaker	
Kieran Archer	
Alex Hudd	Appointed 10 June 2021

**Foodbank Manager**

Rachel Brindley

**Operations Manager**

Lyn Gillam

**Professional Advisors**

Philip Stansfield – Independent examiner  
Mike Verdi-Cotts - Design

**Bankers**

Lloyds Bank  
Business Banking  
BX1 1LT

**Website**

[www.cirencester.foodbank.org.uk](http://www.cirencester.foodbank.org.uk)

## **Cirencester Foodbank CIO**

### **Report of the Trustees for the Year Ended 31 December 2020**

---

The Trustees are pleased to present their report together with the independently examined financial statements of Cirencester Foodbank for the year ended 31 December 2020. The financial statements comply with the Charities Act 2011, Cirencester Foodbank's constitution and the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) as amended by Update Bulletin 1.

#### **Constitution**

Cirencester Foodbank was registered as a charitable incorporated organisation by the Charity Commission on 6 January 2015. The constitution is dated 6 January 2015.

#### **Organisational structure and decision making**

Overall responsibility for Cirencester Foodbank sits with the trustees who meet approximately quarterly to receive reports on Cirencester Foodbank's activities and determine the strategy and policy of Cirencester Foodbank. Since October 2018 the Trustee Board has been supported by 4 sub-committees, each comprised of Trustees and covering Governance; Finance; Personnel and Communications. In early 2020, a Covid-19 sub-committee was formed to cover actions related to the COVID-19 crisis and to ensure that the food bank was compliant with regularly changing regulations and guidance. In July 2020 a Grants sub-committee was established to review grants applications received by Cirencester Foodbank and to monitor grants made by the foodbank to other organisations.

The trustee board remained stable during 2020, a change in chair took place in March 2020 and one trustee resigned due to a change in personal circumstances.

The Foodbank Manager is responsible for the day to day management, assisted by the Operations Manager. The Foodbank Manager attends Trustee Board meetings.

#### **Policies and objectives**

The charitable objectives of the Cirencester Foodbank are to:

- Relieve persons in Cirencester and throughout the district who are in conditions of need, hardship or distress (beneficiaries) in such ways as from time to time the trustees see fit;
- In furtherance of the first objective to supply goods to beneficiaries, either directly or through agency partners approved by the Trustees. Goods include but are not limited to food, including tinned and dried food to ensure a healthy, balanced and nutritional diet sufficient for three days at a time, clothes, furniture and heating;
- Undertake any other activity consistent with the primary purpose of Cirencester Foodbank, including but not limited to counselling and other advisory services.

Specific objectives in 2020 were focused on beginning the implementation of a new 3 year strategy which was agreed by Trustees in October 2019. This covered the following four objectives:

- To expand geographical reach
- To expand client reach
- To develop core food offer
- To assist clients out of food poverty

The trustees intend to further develop the food bank's strategy in 2021, in association with the new *Together For Change* strategy announced by Trussell Trust in 2020. When planning activities and strategic objectives, the trustees have considered the Charity Commission's guidance on public benefit.

## Main activities undertaken to further Cirencester Foodbank’s objectives

The COVID-19 pandemic had a significant impact on Cirencester Foodbank’s activities. Until 29 April 2020, Cirencester Foodbank continued to run four sessions per week across 3 distribution centres: 2 in Cirencester, 1 in Tetbury and 1 in Fairford. As the effect of the pandemic became apparent and with the objective of maintaining the safety of operations for staff, volunteers and clients whilst continuing to meet the needs of our local community, Cirencester Foodbank established a home delivery service. The distribution centres remain temporarily closed and the warehouse is adhering to all current social distancing, health, hygiene and ventilation guidance.

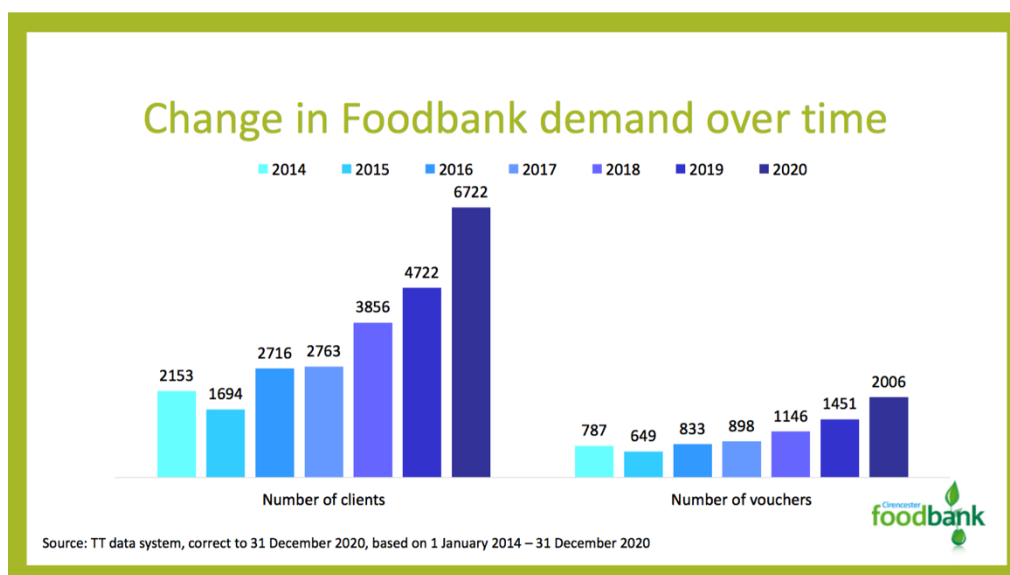
Initially, the home delivery service was generously supported by furloughed British Gas volunteers. Cirencester Foodbank is very grateful for all of their support. Once the first lockdown ended and British Gas teams returned to work, Cirencester Foodbank recruited a delivery driver on a part-time basis.

In response to the changes required in the operation of the warehouse necessary to maintain social distancing and reduce the mixing of households during the pandemic, and the increased level of donations to the food bank, Cirencester Foodbank also recruited a part-time warehouse manager.

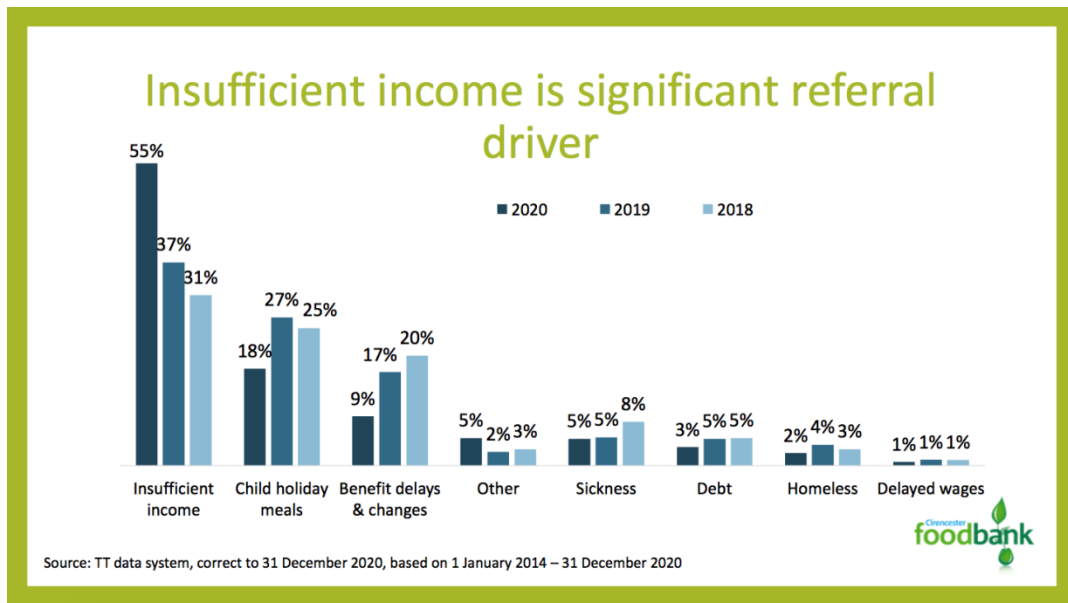
Referral agencies transferred to an e-referral system, issuing vouchers digitally which are then accessed by the food bank team on an online data system. Clients receive a call from food bank volunteers to understand dietary requirements, need for toiletries, household cleaning, nappies, sanitary, pet food. The food bank has also offered fresh fruit and vegetables through generous donations as well as face masks and sanitizer.

The food bank has benefitted from closer partnership working as a result of the pandemic. Relationships between key referral partners were strengthened through regular virtual calls. Cotswold District Council arranged regular bi-weekly calls across the community and voluntary sectors, originally to help co-ordinate the immediate COVID-19 response, but culminating in a much broader group of charities and community organisations working together. There are early signs of well-being charities being established in Fairford and Tetbury which will provide greater support across the District.

In 2020 Cirencester Foodbank saw a 42% increase compared to 2019. 6,722 three-day emergency food parcels were given out to feed 3,344 local adults and 3,378 children, compared to 4,722 food parcels feeding 2,486 adults and 2,238 children in 2019.



The main reasons for this increase were clients struggling with insufficient income to cover the basics and continued issues with benefit payments, especially Universal Credit. Significant numbers of clients who needed the food bank service were in work but, due to living in a district with a high cost of living, were struggling to manage. The impact of COVID-19 further impacted this with many of those referred being furloughed at 80% of an already low income. The food bank noted more self-employed people being referred who were ineligible for any government support. Many referred would normally have worked in hospitality or retail – many industries which were forced to close for extended periods in 2020. The impact of insufficient income is further compounded by the lack of social housing stock which has created a dependency on private rental, the price of which is often not covered fully because of the benefit cap and so families have to find the short fall. In a district with 32% of the population living in rural areas, those on low income face increased costs for travel to work, school, doctors, supermarkets and to access government services.



The food bank continues to rely heavily on the generosity of the public to donate food and in 2020 it saw 57.8 tonnes of food, toiletries and household cleaning products donated. 57.1 tonnes was given out in three-day food parcels to individuals and families in crisis.

In addition Cirencester Foodbank continued to effectively manage stock (our thanks to the Warehouse Manager and team) and maintained strong and effective working relationships both internally with volunteers and externally with referral agencies and other local organisations including the local supermarkets. Partnerships include:

- St James’s Place, who provide volunteering, financial and advisory support;
- Citizens Advice who the food bank is closely partnered with;
- The Churn Project for support on work club, befriending and family support;
- Salvation Army who we work with in distributing Christmas and food parcels;
- Royal Mail who collected from homes during lockdown one;
- All of the street collections which sprang up across the area in the initial lockdown;
- Abbey Way Services who provide fuel for the van;
- The Community Wellbeing Service and Social Prescriber who work with in supporting our clients over and above medical needs;
- Cotswold District Council for co-ordination of further support across the District.

## **Grants**

As a result of the exceptional level of financial donations made to the food bank in 2020, a grants sub-committee was established to identify any financial support which the food bank could provide to local entities in order to further the food bank's objective of relieving hardship in the district. A grants application process (including an application, due diligence and monitoring process) was approved by the trustees. Following this, in September 2020 the trustees approved a grant of £5,000 to the Churn Project to help fund a worker to provide 1:1 support and advice to those on low incomes to help them into employment.

## **Volunteers**

Cirencester Foodbank received fantastic support from its volunteers during 2020 for which it is incredibly grateful. Despite many volunteers having to step back from volunteering at the beginning of the pandemic due to caring responsibilities or as a result of the requirement to shield, the food bank maintained a pool of approximately 150-200 volunteers in 2020. Volunteering opportunities decreased at the beginning of the pandemic due to the closure of the food bank's distribution centres and the need to maintain social distancing and reduce household mixing at the food bank's warehouse. However, the switch to home delivery and the development of the signposting initiative (see below) resulted in alternative telephone volunteering opportunities becoming available. Volunteers continue to sort food in the food bank's Cirencester warehouse and pick parcels for delivery to clients.

## **Finances**

Cirencester Foodbank's accounting process is based on cash/money transactions as and when they are recorded through the bank account. There is a petty cash account which is topped up through the year.

The year 2020 was an exceptional one. Cirencester Foodbank has received generous support from individuals, other charities and many businesses with food donations and significant financial donations. At 31 December 2020 the food bank had funds of £194,000 (end 2019, £81,000). Income has exceeded expenditure by £113,000.

Cirencester Foodbank's income for 2020 was exceptional at £187,000 (2019 £69,000). The food bank received 43 donations of more than £1,000, totaling £104,000 (including £8,000 of restricted donations). In January 2020, the food bank had 21 regular donations totalling £361. This number increased steadily throughout the year to 61 regular donations at the end of 2020. In addition, the food bank also received regular ad hoc donations from local organisations throughout 2020. Due to the exceptional level of donations received as a result of the pandemic, the food bank has not actively been seeking financial donations.

Expenditure for the year totalled £74,000 (2019, £26,000) and included spending the restricted donations. The greater expenditure resulted from the changes required as a result of the pandemic, in particular increased staffing costs, costs associated with the change to a delivery operational model and costs associated with the 42% increase in food parcels provided. In addition, there were 4 exceptional expenditures; the costs of a Citizens Advice adviser, the provision of Christmas hampers, a grant to the Churn Project and additional phones, laptops and office equipment.

The food bank's principal areas of expenditure (not included in the 4 exceptional costs) are employee salaries and pension, rent for the food bank's office, product purchases for inclusion in the food parcels and materials for deliveries.

Cirencester Foodbank's financial reserves policy is to hold accessible funds to meet the expenses of the food bank for a period of at least twelve months if financial donations cease. This is to reflect the significant economic uncertainty at present because of the Covid 19 pandemic and the uncertain impacts of Brexit. The food bank's funds at the beginning of 2021 total £194,000, which is sufficient to cover forecasted outlays in 2021, and into 2022.

## Achievements

Progress against the four objectives is outlined below:

- To develop geographical reach

The move to a home delivery service enabled the food bank to expand its reach to the villages and areas where clients had previously found it difficult to access food bank support. The development of the home delivery service also has enabled clients to receive a next day delivery (rather than having to wait for the next available session).

- To expand client reach

Again, the move to a home delivery service has supported progress towards this objective. The food bank is more accessible to those with health issues that prevented attendance in a centre or who lacked transport to come into a centre.

- To develop core food offer

The food bank continued to review its fresh food provision. During 2020 it was able to offer fresh fruit and vegetables through generous donations from The Organic Farm, The Market Garden, St Peter's Road residents and local allotment owners. Eggs were also supplied thanks to a very kind donor in Leighterton.

Thanks to a grant from the Julia and Hans Rausing Trust, the food bank offered a Christmas hamper, including fresh meat (supplied via Jesse Smith's), fruit and vegetables (supplied via The Market Garden), cheese, crackers, Christmas chocolate and treats for children. More than 200 parcels were delivered in the two weeks prior to Christmas.

- To assist clients out of food poverty

The food bank made significant progress with addressing this objective in 2020. Having used its data, relationships with local referral agencies and observing the lack of agency support in the Fairford and Lechlade area, it applied for a Trussell Trust grant to fund a dedicated Foodbank Citizens Advice adviser to be located in the Fairford food bank centre. This application was successful in February 2020. Due to the impact of the pandemic, the food bank was able to repurpose this grant to enable the adviser to operate virtually. The adviser started her role in October 2020 and in the first quarter supported more than 80 food bank clients.

The food bank also launched its signposting service in late 2020; clients receive a further call from a food bank volunteer to see how else they can be supported. Early feedback showed this to be successful and will be further developed in 2021.

APPROVED BY THE BOARD OF TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES:



Anne Currie (Chair)

8 September 2021



**Section A Independent Examiner's Report**

<b>Report to the trustees/ members of</b>	Cirencester Foodbank		
<b>On accounts for the year ended</b>	31 December 2020	<b>Charity no (if any)</b>	1159810
	<b>Set out on pages</b> 1		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31.12.2020.

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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.

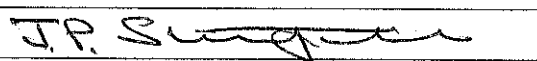
**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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 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.

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

**Signed:**  **Date:** 13/03/2021

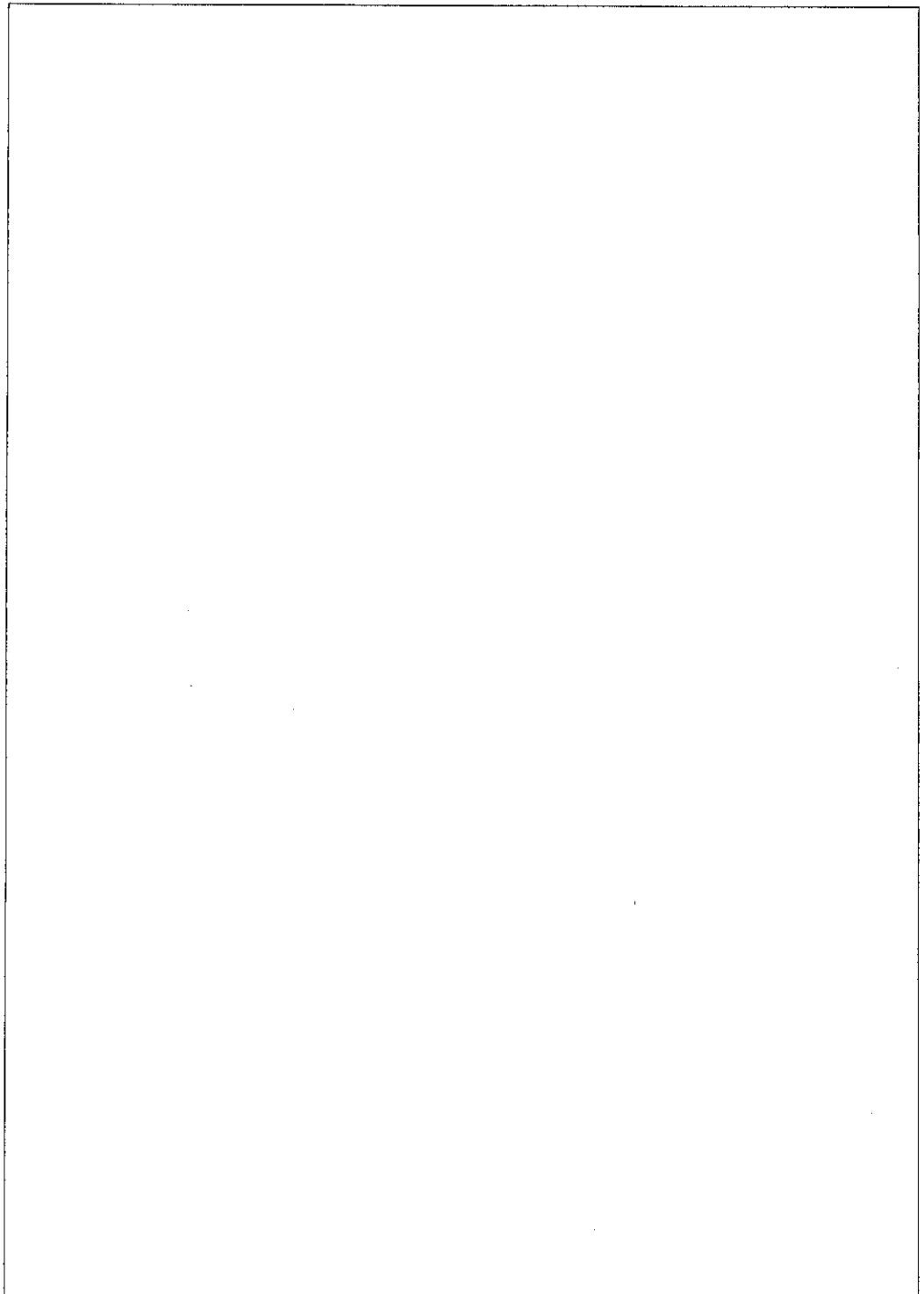
**Name:** MR. JAMES PHILIP STANFIELD

**Relevant professional qualification(s) or body (if any):** FCA in England and Wales (Retired)

**Address:** The Downings  
Church Lane, South Cerney  
Glos GL7 5TT

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 details of any items that the examiner wishes to disclose.**





Receipts and payments accounts

CC16a

For the period from	Period start date 01-01-20	To	Period end date 31-12-20
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**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	154,492	-	-	154,492	44,948
Trussell Trust Tesco Top Up	3,569	-	-	3,569	3,757
Fund raising events	-	-	-	-	539
Charitable Trusts and Grants	13,152	8,000	-	21,152	9,450
	-	-	-	-	-
	-	-	-	-	-
Gift aid and GASDS	7,088	-	-	7,088	10,471
deposit account interest	749	-	-	749	20
<b>Sub total (Gross income for AR)</b>	<b>179,050</b>	<b>8,000</b>	<b>-</b>	<b>187,050</b>	<b>69,185</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>179,050</b>	<b>8,000</b>	<b>-</b>	<b>187,050</b>	<b>69,185</b>
<b>A3 Payments</b>					
Warehouse & operation rents	5,201	-	-	5,201	952
Room Hire inc office space	4,191	-	-	4,191	856
Staff costs	36,003	-	-	36,003	16,597
Staff travel costs	23	-	-	23	236
Top Up food purchases	6,414	3,000	-	9,414	179
CAB agent	2,250	5,000	-	7,250	-
Misc Expenses	5,000			5,000	2,179
Publicity, Media, Stationery	119			119	1,614
Fees to Trussell, ICO etc	594			594	515
Van, fuel, Ins, Maint, repairs	1,667			1,667	1,762
Van Hire	956	-	-	956	-
Office Costs	1,906			1,906	-
Insurance	429			429	319
Training		-	-	-	90
laptops	1,114	-	-	1,114	1,060
<b>Sub total</b>	<b>65,867</b>	<b>8,000</b>	<b>-</b>	<b>73,867</b>	<b>26,359</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>65,867</b>	<b>8,000</b>	<b>-</b>	<b>73,867</b>	<b>26,359</b>
<b>Net of receipts/(payments)</b>	<b>113,183</b>	<b>-</b>	<b>-</b>	<b>113,183</b>	<b>42,826</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>113,183</b>	<b>-</b>	<b>-</b>	<b>113,183</b>	<b>42,826</b>

**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 - Lloyds	108,945	-	-
	The Chairty Bank account	85,565	-	-
	Petty cash		-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>194,510</b>	-	-

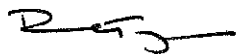
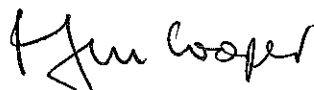
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Nil	-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Nil		-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Nil		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Nil		-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	David Taylor	21/2/21
	Paul Cooper	21/9/21