



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

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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**

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)

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.

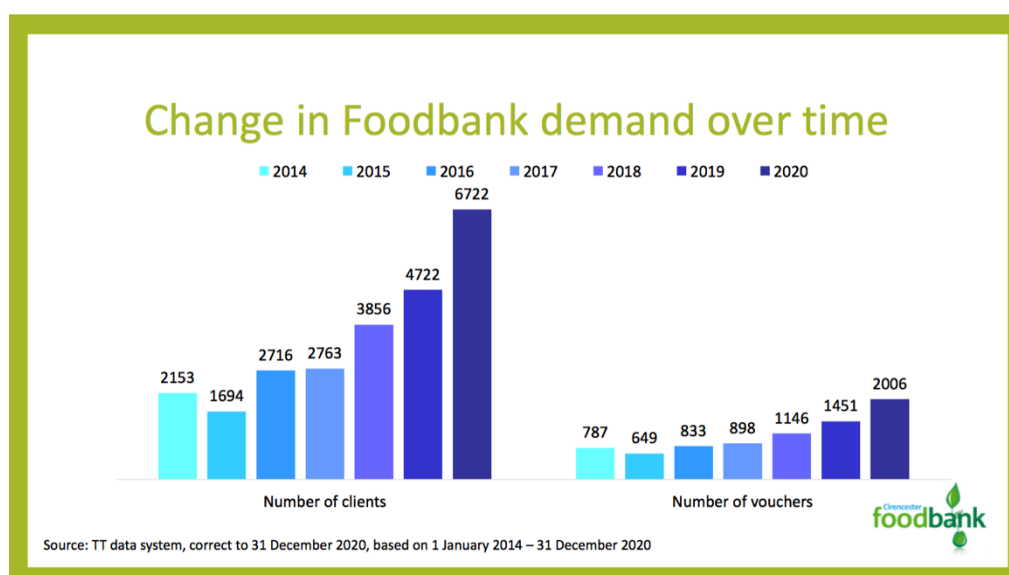
Initially, the home delivery service was generously supported by furloughed British Gas volunteers. Cirencester Foodbank is very grateful for all of their support. Once the first lockdown ended and British Gas teams returned to work, Cirencester Foodbank recruited a delivery driver on a part-time basis.

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.

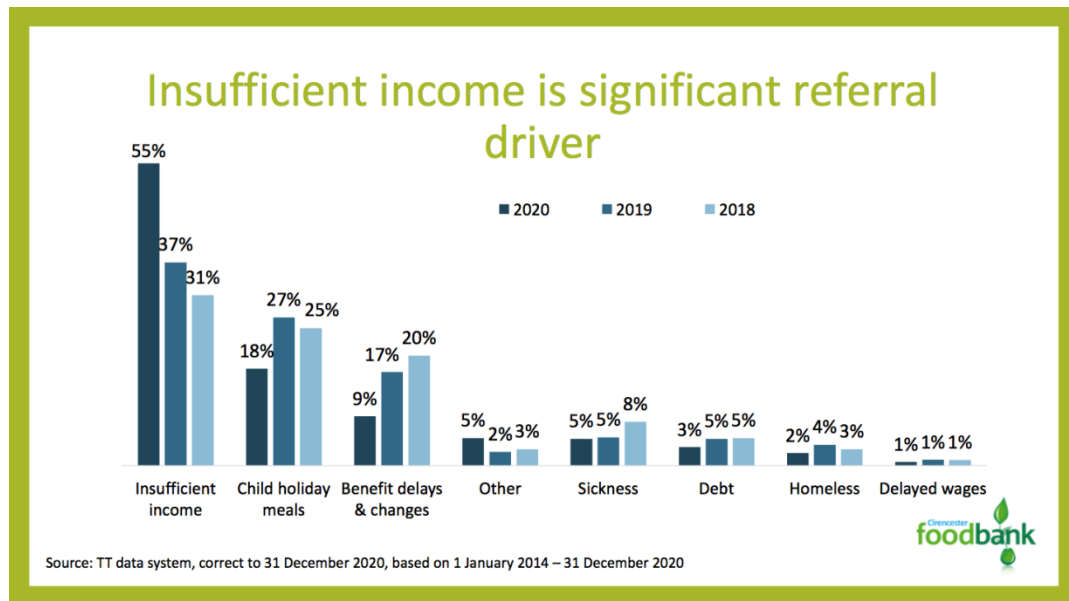
Referral agencies transferred to an e-referral system, issuing vouchers digitally which are then accessed by the food bank team on an online data system. Clients receive a call from food bank volunteers to understand dietary requirements, need for toiletries, household cleaning, nappies, sanitary, pet 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:

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

Anne Currie (Chair)

8 September 2021





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Cirencester Foodbank

**On accounts for the year  
ended**

31 December 2020

**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 31.12.2020.

**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:**

*J.P. Stanfield*

**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

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 £
B1 Cash funds	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>	-	-

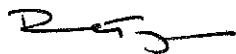

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Nil	-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Nil		-	-
			-	-
			-	-
			-	-
			-	-

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	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	21/2/21