



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

Cirencester Foodbank
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for the Year Ended 31 December 2021

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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

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.

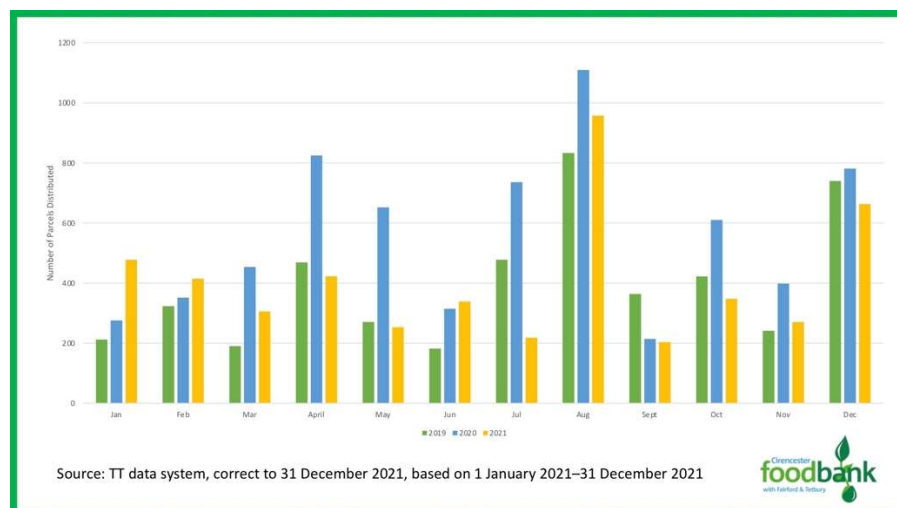
In 2021, the Trustees began a realignment of the strategy of the food bank, broadly in line with the strategy outlined in the *Together for Change* objectives announced by Trussell Trust in 2020. The ultimate vision of Cirencester Foodbank is to see a community without the need for a food bank. In the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



CHARITY COMMISSION
FOR ENGLAND AND WALES

Cirencester Foodbank

1159810

Receipts and payments accounts

CC16a

For the period
from

Period start
01-01-21



To

Period end
31.12.21

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| 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> | 138,187 | 5,800 | - | 143,987 | 187,050 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| <i>Sub total</i> | - | - | - | - | - |
| Total receipts | 138,187 | 5,800 | - | 143,987 | 187,050 |
| A3 Payments | | | | | |
| 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> | 92,848 | 5,800 | - | 98,648 | 73,867 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| <i>Sub total</i> | - | - | - | - | - |
| Total payments | 92,848 | 5,800 | - | 98,648 | 73,867 |
| Net of receipts/(payments) | 45,339 | - | - | 45,339 | 113,183 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | - | - | - | - | - |
| Cash funds this year end | 45,339 | - | - | 45,339 | 113,183 |

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 | Lloyds Bank | 68,939 | - | - |
| | Charity Bank | 85,909 | - | - |
| | Hampshire Trust Bank | 85,000 | - | - |
| | Total cash funds (agree balances with receipts and payments account(s)) | 239,848 | - | - |
| | | Agreement | OK | OK |
| | | Error | | |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | | | |
| | | | | |
| | | | | |
| | | - | - | - |
| | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B3 Investment assets | Details | | - | - |
| | | | - | - |
| | | | | |
| | | | | |
| | | | | |
| | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B4 Assets retained for the charity's own use | Details | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | Fund to which liability relates | Amount due (optional) | When due (optional) |
| B5 Liabilities | Details | | - | |
| | | | | |
| | | | - | |
| 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 |