

BANBURY FOOD FOR CHARITIES

England & Wales · Charity number 1159862

Details

Status Registered

Legal form CIO

Registered 2015-01-08

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

Contact

Address 20 Albert Street
Banbury
Oxfordshire
OX16 5DG

Phone 01295268665

Email Banburyfoodforcharities@gmail.com

Website <https://foodforcharities.com/>

Activities

Objects: TO PROMOTE THE CONSERVATION AND PROTECTION OF THE ENVIRONMENT FOR THE PUBLIC BENEFIT BY THE PROMOTION OF RECYCLING AND THE ELIMINATION OF FOOD WASTE WITHIN THE BANBURY AREA

Activities: We negotiate with food suppliers in the Banbury area to collect their surplus fresh food that would otherwise be lost to consumption. The food is collected by Banbury Food For Charities volunteers using their own vehicle and delivered to Banbury Charities operating for the financially disadvantaged such as the homeless, those with mental health issues and vulnerable young families - all for free.

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies

Geography

- Area of benefit: BANBURY
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31		£198	£156	-
2024-03-31		£562	£608	-
2023-03-31		£1	£89	-
2022-03-31		£0	£89	-
2021-03-31		£30	£196	-

Trustees

Name	Role	Appointed
Catherine Leefe		2023-06-12
Dr Jane Ann Phipps		2023-06-12
Eleanor Juliet Dessain		2023-06-12
Penelope Marguerite Price		2025-10-02

BANBURY FOOD FOR CHARITIES

England & Wales - Charity number 1159862

Accounts

BANBURY FOOD FOR CHARITIES

CHARITY: 1159862 : Registered 8 January 2015

We present the Trustees' Annual Report and the Annual Accounts for Banbury Food for Charities and confirm that they comply with the requirements of the Charities Act 2011 and the governing document of the Charitable Incorporated Organisation (CIO). This Report covers the period 1 April 2024 to 31 March 2025

AIMS

- I. The promotion of food waste reduction and the recycling and use of surplus food products within the Banbury area.
- II. The relief of the disadvantaged, living in or around Banbury, through the provision of food.

OBJECT:

What we do

In order to reduce food waste, we negotiate with food suppliers in the Banbury area to collect their surplus food that would otherwise be lost to human consumption, principally fresh fruit, vegetables and bakery products past 'sell-by', or 'display by' dates, but still within 'use-by' date. The food is collected from the supplier premises by Banbury Food For Charities (BFFC) volunteers using their own vehicle and then delivered directly to local registered Charities and others to be used by their users and clients, and in their kitchens for hot meals and in the promotion of cooking skills and healthy eating. There are no charges made for either collection or for distribution of the food.

Key objectives

- a. To grow the Charity finding new suppliers and volunteers.
- b. To ensure we reach charities representing a wide range of vulnerable people
- c. To ensure we comply with legislation
- d. To promote our presence within Banbury
- e. To raise operational funds
- f. To work with others to promote recycling

Plans for 2024/2025

1. Together with our volunteers, to consider the on-going viability of BFFC.
2. To explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.
3. To work with Oxfordshire Food Hub and other partners and to investigate establishment of a Food Hub for Banbury.
4. Review IT, web page management and fund-raising platform

PART 1 : REVIEW OF ACTIVITIES

Achievements & Performance in the Year Ending 31 March 2025

Trustee Board: *In support of key objectives and year plan.*

The new Trustee Board appointed in June 2023 have met twice this year and keep in regular contact via email and telephone.

Volunteers: *In support of key objectives and year plan*

Our ongoing viability remains solely due to the commitment, enthusiasm, and flexibility of our volunteers: Bev, Catherine, Ed, Jane, Juliet, Nick, Penny and Philip. It is only because of them that the Charity can continue. During this year we have held two face-to-face meetings with the volunteers.

Food Recycled:*In support of all Aims and objectives: -*

As with other food recycling Charities, BFFC has seen a drop in supplies. Customer awareness and improved store stock control means less excess food. At the same time there has been national focus on both food waste and food banks with new organisations set-up to tackle both food waste and redistribution. Using typical months we can estimate that the amount of handled foods this year is on average 6 crates per collection, but this can range from just one crate to as many as 18.

This supports Aim I – the reduction of supermarket food waste - although it does mean less to share among the Charities we support (Aim II)

It has been estimated that we save the equivalent of about 6 builders' skips of food from waste in a year. This food would otherwise have been driven by lorry to land fill or bio-digester with a consequent cost in CO2 emissions and water usage to the detriment of the environment.

The main items collected are fresh fruit and vegetables, bakery products and cut flowers.

Suppliers: *In support of our Aim (I), objective (a & f) and Specific Plan (1)*

Excess unsold food has been supplied by Aldi, Produce Warriors, Waitrose, and occasionally Morrisons. Each one of these supplies other Charities as well as BFFC.

Regular suppliers are located within Banbury minimising environmental impact when collecting food in vehicles. Only damaged/spoiled food is refused to avoid more waste.

Charity Reach :- *In support of Aim (II) and Objective (b)*

During the year, we have operated 3 days a week supplying over 16 local Charities who in turn supported a wide range of vulnerable people of all ages within Banbury. Two new organisations asked and were added to our deliveries this year.

To maximise distribution while minimising waste, we delivered according to a rota, levelling out shortages and gluts; liaising with each other and the charities to check requirements, closures, specific events and preferences. In this way volunteers ensure that charities receive a fair share of the reduced collections, even if less frequently.

This year, Oxford Food Hub began deliveries to Banbury Charities on Tuesdays and took over delivering to one of our larger charities freeing up our supplies for our other smaller charities.

Charity Development:- *In support of all Aims and Objectives and Specific Plan 1 & 4*

From an initiative of Cherwell District Council, BFFC has met with and worked with Oxfordshire Food Hub and Cherwell DC to investigate establishing a similar Food Hub for Banbury. This initiative is ongoing.

Risks in Legislation and Guidance compliance: *In support of objective (c)*

Food Safety: Cherwell District Council conducted a Health Protection and Compliance Review in July 2018 and agreed handling procedures. Trustees Riki Therivel and Catherine Leefe hold Food Safety Certificate level 2. Food safety, handling and date information forms part of the Volunteer induction pack and a separate sheet showing meanings of food dates is provided as a quick look up guide. This was also copied to the charities for guidance and display.

Data Protection: We have attended OCVA Charity training events including GDPR requirements. Data necessary for communication is controlled by administrator and is not used outside BFFC or for fund raising purposes. Records reviewed and updated/deleted annually. There have been no requests for data held.

Safeguarding: Volunteers have no direct or unsupervised contact with Charity service users. Our Induction Pack includes a code of conduct and details of how volunteers can raise concerns or complaints.

Management of Other Risks *objective (c)*

Reputation: The reputation of BFFC stands on the commitment, enthusiasm and reliability of volunteers to deliver services and close contact is maintained by regular weekly or daily emails, telephone texts, and twice-yearly meetings. We have received no complaints either internal or external. Public Liability Insurance is held.

Health & Safety: Volunteers are provided with Hi-Vis jackets and name badges. Volunteer drivers agree in writing that they are covered by their own insurance. Food handling and written expiry date advice was given to volunteers. Inedible food or food past its use-by date is refused.

Environmental Costs: BFFC operates solely within the town of Banbury to reduce environmental impact of moving food, compared to the cost of transport to landfill or recycling plants.

Avoiding further food waste: On the rare occasions when supply exceeds demand, alternate uses have been found; e.g. forwarding to Oxford Food Hub.

Variations in supplies and Equity of treatment : Following a decline in supplies, we continue to operate a group email system to inform volunteers of weekly shortages and which charities, if any, were missed to ensure equity of treatment.

Promotional Activity & Fund Raising: *Aim (1), objective (a, (d), (e), specific plan (2)*

- We have reviewed our online presence and decided against increasing this for the time being.
- Marked magnetic signs for volunteers' vehicles have raised our profile and all volunteers use a dashboard sign when delivering which contains our Charity details and contact information.
- We undertook a small fund raising exercise at the end of the calendar year which resulted in some lump sum donations and a regular small direct debit monthly donation.

Working with partners: *In support of Aim (1), objective (d), (f) specific plan (3)*

Apart from the Charities we serve, BFFC has worked with others to reduce food waste:

- Referring offers of food to Charity partners where we cannot handle them.
- We are advised and supported by OCVA (Oxfordshire Community & Voluntary Action) their seminars and network.
- We take part in Good Food Oxfordshire and Cherwell Food Network events and meetings
- We explored practical ways of working more closely with Oxford Food Hub as they considered their own long-term plans to extend operations.
- We have tried to supply occasional food events organised by charities such as Sunrise Multicultural Centre and OCVA.

Difficulties and Challenges

1. We have just sufficient volunteers to cover our shifts. Recruits largely come from word of mouth and have by luck been found just in time to replace leavers. It would however be undesirable to have too many volunteers, without a regular round to cover. Volunteer numbers remain critical for our future operations. This is an on-going issue, carried forward to 2025/2026 annual plan.
2. Fluctuating supplies affected onward food deliveries, while lack of storage space by Charities means food has sometimes been refused.

Future Plans

- a. Continue to explore closer working with Oxfordshire Food Hub to work towards the establishment of a Food Hub for Banbury.
- b. Continue to work with Oxford Food Hub regarding deliveries in the Banbury area to ensure equitable distribution of available food.
- c. Continue to work closely to ensure fairness in deliveries.

- d. Explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

PART 2 : STRUCTURE AND MANAGEMENT

The number and method of appointing Trustees is set out in the Governing document. The Manager since January 2022 is Catherine Leefe.

Financial records held by Jane Phipps

Trustee Riki Therivel holds ILM level 3 qualifications in volunteer management to act as an arbiter and has attended OCVA seminar on Trustees' legal responsibilities. Riki maintains the web-site.

None of the Trustees has received any benefit from the Charity.

The first formal meeting of Trustees and volunteers was 30 June 2015.

The Annual Meeting is held in June/July.

Trustees

The current Trustees are:

Jane Phipps	Appointed June 2023
Riki Therivel	Appointed 8 January 2015
Catherine Leefe	Appointed June 2023
Eleanor Juliet Dessain	Appointed June 2023

PART 3 : FINANCES

Note 1: Accounts prepared on the Receipts and Payments basis, as allowed by the Charities Act, since income is less than £250, 000.

Note 2: External scrutiny is not required under the Charities Act as income was less than £25,000.

Reserves Policy: BFFC looks to maintain a balance on unrestricted funds sufficient to cover expenses and outgoings for two years. The current balance of £173.12 complies with that policy. Items of regular expenditure are Annual Insurance and any Hi-Vis, or promotional signs. There have been no claims for reimbursement of petrol.

BFFC is registered for Gift Aid boosting donations from UK tax payers by 25%.

Funds are held at Virgin Money where the account earns small monthly interest. There are no restricted funds.

STATEMENT OF ACCOUNTS 1 APRIL 2024 TO 31 MARCH 2025**INCOME & EXPENDITURE****Income:**

Donation	November 2024	£ 25.00
Donation	December 2024	£ 50.00
Donation	December 2024	£ 50.00
Donation	January 2025	£ 25.00
Donation	January 2025	£ 5.00
Donation	February 2025	£ 5.00
Donation	March 2025	£ 5.00
Donation	March 2025	£ 30.00

Interest on Bank Account		£ 3.42
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TOTAL INCOME		£198.42
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Expenditure

M B Howden Insurance	Dec 2024	£156.06
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TOTAL EXPENDITURE		£156.06
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Net Profit for the year		£ 42.36
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Balance Sheet

Brought Forward April 2024		£130.76
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Net Profit		£ 42.36
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End Balance for the year		£173.12
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(Balance Confirmed by Bank Statement Number 56, 1 April 2025 = £173.12)

BANBURY FOOD FOR CHARITIES

England & Wales - Charity number 1159862

Accounts

BANBURY FOOD FOR CHARITIES

CHARITY: 1159862 : Registered 8 January 2015

We present the Trustees' Annual Report and the Annual Accounts for Banbury Food for Charities and confirm that they comply with the requirements of the Charities Act 2011 and the governing document of the Charitable Incorporated Organisation (CIO). This Report covers the period 1 April 2023 to 31 March 2024

AIMS

- I. The promotion of food waste reduction and the recycling and use of surplus food products within the Banbury area.
- II. The relief of the disadvantaged, living in or around Banbury, through the provision of food.

OBJECT:

What we do

In order to reduce food waste, we negotiate with food suppliers in the Banbury area to collect their surplus food that would otherwise be lost to human consumption, principally fresh fruit, vegetables and bakery products past 'sell-by', or 'display by' dates, but still within 'use-by' date. The food is collected from the supplier premises by Banbury Food For Charities (BFFC) volunteers using their own vehicle and then delivered directly to local registered Charities and others to be used by their users and clients, in their kitchens for hot meals and in the promotion of cooking skills and healthy eating. There are no charges made for either collection or for distribution of the food.

Key objectives

- a. To grow the Charity finding new suppliers and volunteers.
- b. To ensure we reach charities representing a wide range of vulnerable people
- c. To ensure we comply with legislation
- d. To promote our presence within Banbury
- e. To raise operational funds
- f. To work with others to promote recycling

Plans for 2023/2024

1. Together with our volunteers, to consider the on-going viability of BFFC.
2. Review IT, web page management and fund-raising platform
3. To explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.
4. To work with Oxfordshire Food Hub and other partners to investigate establishment of a Food Hub for Banbury.

PART 1 : REVIEW OF ACTIVITIES

Achievements & Performance in the Year Ending 31 March 2024

Trustee Board: *In support of key objectives and year plan.*

In June 2023 three Trustees resigned from the Board and three new Trustees were appointed.

Volunteers: *In support of key objectives and year plan*

This year we welcomed three new volunteers and our ongoing viability remains solely due to the commitment, enthusiasm, and flexibility of our volunteers: Bev, Catherine, Ed, Jane, Juliet, Nick, Penny and Philip. It is only because of them that the Charity can continue.

Food Recycled: *In support of all Aims and objectives: -*

As with other food recycling Charities, BFFC has seen a drop in supplies. Customer awareness and improved store stock control means less excess food at day end. At the same time there has been national focus on both food waste and food banks with new organisations set-up to tackle both food waste and redistribution. Using typical months, we can estimate that the amount of handled foods this year is between 10 – 18 equivalent crates a week.

This supports Aim I – the reduction of supermarket food waste - although it does mean less to share among the Charities we support (Aim II)

It has been estimated that we save the equivalent of about 6 builders' skips of food from waste in a year. This food would otherwise have been driven by lorry to land fill or bio-digester with a consequent cost in CO2 emissions and water usage to the detriment of the environment.

Main items collected are fresh fruit and vegetables, bakery products and cut flowers.

Suppliers: *In support of our Aim (I), objective (a & f) and Specific Plan (1)*

Excess unsold food has been supplied by Aldi, Produce Warriors, Waitrose, Tesco Grimsbury and occasionally Morrisons. Each one of these supplies other Charities as well as BFFC.

Regular suppliers are located within Banbury minimising environmental impact when collecting food in vehicles. Only damaged/spoiled food is refused to avoid more waste.

Charity Reach :- *In support of Aim (II) and Objective (b)*

During the year, we have operated 3 days a week supplying 16 local Charities who in turn supported a wide range of vulnerable people of all ages within Banbury

To maximise distribution while minimising waste, we delivered according to a rota, levelling out shortages and gluts; liaising with each other and the charities to check requirements, closures, specific events and preferences. In this way volunteers ensure that charities receive a fair share of the reduced collections, even if less frequently.

Charity Development:- *In support of all Aims and Objectives and Specific Plan 1 & 4*

From an initiative of Cherwell District Council, BFFC has met with and worked with Oxfordshire Food Hub and Cherwell DC to investigate establishing a similar Food Hub for Banbury. This initiative is ongoing.

Risks in Legislation and Guidance compliance: *In support of objective (c)*

Food Safety: Cherwell District Council conducted a Health Protection and Compliance Review in July 2018 and agreed handling procedures. Trustees Riki Therivel and Catherine Leefe hold Food Safety Certificate level 2. Food safety, handling and date information forms part of the Volunteer induction pack and a separate sheet showing meanings of food dates is provided as a quick look up guide. This was also copied to the charities for guidance and display.

Data Protection: We have attended OCVA Charity training events including GDPR requirements. Data necessary for communication is controlled by administrator and is not used outside BFFC or for fund raising purposes. Records reviewed and updated/deleted annually. There have been no requests for data held.

Safeguarding: Volunteers have no direct or unsupervised contact with Charity Clients. Our Induction Pack includes a code of conduct and details of how volunteers can raise concerns or complaints.

Management of Other Risks *objective (c)*

Reputation: The reputation of BFFC stands on the commitment, enthusiasm and reliability of volunteers to deliver services and close contact is maintained. We have received no complaints either internal or external. Public Liability Insurance is held.

Health & Safety: Volunteers are provided with Hi-Vis jackets and name badges. Volunteer drivers agree in writing that they are covered by their own insurance. Food handling and written expiry date advice was given to volunteers. Inedible food or food past its use-by date is refused.

Environmental Costs: BFFC operates solely within the town of Banbury to reduce environmental impact of moving food, compared to the cost of transport to landfill or recycling plants.

Avoiding further food waste: On the rare occasions when supply exceeds demand, alternate uses have been found; e.g. as animal food, forwarding to Oxford City Charities.

Variations in supplies and Equity of treatment : Following a decline in supplies, we continue to operate a group emails system to inform volunteers of weekly shortages and which charities, if any, were missed to ensure equity of treatment.

Promotional Activity & Fund Raising: *Aim (l), objective (a, (d), (e), specific plan (2)*

- Web and Twitter and Facebook accounts exist but need to be reviewed to promote our activities and to link to other organisations. *See Difficulties and Challenges.*
- Marked magnetic signs for volunteers' vehicles have raised our profile.

Working with partners: *In support of Aim (l), objective (d), (f) specific plan (3)*

Apart from the Charities we serve, BFFC has worked with others to reduce food waste:

- Referring offers of food to Charity partners where we cannot handle them.
- We are advised and supported by OCVA (Oxfordshire Community & Voluntary Action) their seminars and network.
- We take part in Good Food Oxfordshire and Cherwell Food Network events and meetings
- We explored practical ways of working more closely with Oxford Food Hub as they considered their own long-term plans to extend operations.
- We have tried to supply occasional food events organised by charities such as Sunrise Multicultural Centre and OCVA.

Difficulties and Challenges

1. We have just sufficient volunteers to cover our shifts. Recruits largely come from word of mouth and have by luck been found just in time to replace leavers. It would however be undesirable to have too many volunteers, without a regular round to cover. Volunteer numbers remain critical for our future operations. This is an on-going issue, carried forward to 2024/2025 annual plan.
2. Fluctuating supplies affected onward food deliveries, while lack of storage space by Charities means food has sometimes been refused.

3. Although planned for 2021/22, there remains a need for IT/Tech savvy input, for web, Facebook, Twitter and a fundraising platform. These plans were 'on hold' during COVID-19 and have become more urgent.

Future Plans

- a. Continue to explore closer working with Oxfordshire Food Hub to work towards the establishment of a Food Hub for Banbury.
- b. Review IT, web page management and fund-raising platform
- c. Continue to work closely to ensure fairness in deliveries.
- d. Explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

PART 2 : STRUCTURE AND MANAGEMENT

The number and method of appointing Trustees is set out in the Governing document. The Manager since January 2022 is Catherine Leefe.

Financial records held by Jane Phipps

Trustee Riki Therivel holds ILM level 3 qualifications in volunteer management to act as an arbiter and has attended OCVA seminar on Trustees' legal responsibilities. Riki maintains the web-site.

None of the Trustees has received any benefit from the Charity.

The first formal meeting of Trustees and volunteers was 30 June 2015.

The Annual Meeting is held in June/July.

Trustees

The current Trustees are:

Jane Phipps	Appointed June 2023
Riki Therivel	Appointed 8 January 2015
Catherine Leefe	Appointed June 2023
Eleanor Juliet Dessain	Appointed June 2023

PART 3 : FINANCES

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Note 2: External scrutiny is not required under the Charities Act as income was less than £25,000.

Reserves Policy: BFFC looks to maintain a balance on unrestricted funds sufficient to cover expenses and outgoings for two years. The current balance of £130.76 just complies with that policy. Items of regular expenditure are Annual Insurance and any Hi-Vis, or promotional signs. There have been no claims for reimbursement of petrol.

BFFC is registered for Gift Aid boosting donations from UK tax payers by 25%.

Funds are held at Virgin Money where the account earns small monthly interest. There are no restricted funds.

STATEMENT OF ACCOUNTS 1 APRIL 2023 TO 31 MARCH 2024

INCOME & EXPENDITURE

Income:

Donation – Neighbourly Fund	May 2023	£555.00
Interest on Bank Account		6.66
TOTAL INCOME		£561.66

Expenditure:

The Sunshine Centre (fridge)	June 2023	£492.62
Zurich Insurance	Dec 2023	115.61
TOTAL EXPENDITURE		£608.23

Net Loss for the year	46.57
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Balance Sheet

Brought Forward April 2023	£177.33
Net loss year ending March 2024	46.57
End Balance for the year	£130.76

(Balance Confirmed by Bank Statement Number 44, 1 April 2024 = £ 130.76)

BANBURY FOOD FOR CHARITIES

England & Wales - Charity number 1159862

Accounts

BANBURY FOOD FOR CHARITIES

CHARITY: 1159862 : Registered 8 January 2015

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AIMS

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- II. The relief of the disadvantaged, living in or around Banbury, through the provision of food.

OBJECT :

What we do

In order to reduce food waste, we negotiate with food suppliers in the Banbury area so as to collect their surplus food that would otherwise be lost to human consumption, principally fresh fruit, vegetables and bakery products past 'sell-by', or 'display by' dates, but still within 'use-by' date. The food is collected from the supplier premises by Banbury Food For Charities (BFFC) volunteers using their own vehicle and then delivered directly to local registered Charities to be used by their users and clients, in their kitchens for hot meals and in the promotion of cooking skills and healthy eating. There are no charges made for either collection or for distribution of the food.

Key objectives

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- b. To ensure we reach charities representing a wide range of vulnerable people
- c. To ensure we comply with legislation
- d. To promote our presence within Banbury
- e. To raise operational funds
- f. To work with others to promote recycling

Plans for 2022/2023

1. Together with our volunteers, to consider the on-going viability of BFFC.
2. Review IT, web page management and fund-raising platform
3. To explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

PART 1 : REVIEW OF ACTIVITIES

Achievements & Performance in the Year Ending 31 March 2023

Volunteers: *In support of key objectives and year plan*

Our ongoing viability is solely due to the commitment, enthusiasm, and flexibility of our regular volunteers: Kieron, Jane, Philip, Ed, Juliet and Cath who have worked for us during this very challenging year. It is because of them that the Charity continues.

Food Recycled: *In support of all Aims and objectives:-*

As with other food recycling Charities, BFFC has seen a drop in supplies. Customer awareness and improved store stock control means less excess food at day end. At the same time there has been national focus on both food waste and food banks with new organisations set-up to tackle both food waste and redistribution. The amount of handled food has fallen recently from about 30 to about 10/15 equivalent crates a week.

This supports Aim I – the reduction of supermarket food waste - although it does mean less to share among the Charities we support (Aim II)

We saved the equivalent of about 6 builders' skips of food from waste. This food would otherwise have been driven by lorry to land fill or bio-digester with a consequent cost in CO2 emissions and water usage to the detriment of the environment.

Main foods collected are fresh fruit and vegetables, bakery products and cut flowers.

Suppliers: *In support of our Aim (I), objective (a & f) and Specific Plan (1)*

Excess unsold food has been supplied by Aldi, Produce Warriors, Waitrose, Tesco Grimsbury and occasionally Morrisons. Each one of these supplies other Charities as well as BFFC.

Regular suppliers are located within Banbury minimising environmental impact when collecting food in vehicles. Only damaged/spoiled food is refused to avoid more waste.

Charity Reach :- *In support of Aim (II) and Objective (b)*

During the year, we have operated 3 days a week supplying between 10 and 16 local Charities who in turn supported a wide range of vulnerable people of all ages within Banbury

To maximise distribution while minimising waste, we delivered according to a rota, levelling out shortages and gluts; liaising with each other and the charities to check requirements, closures, specific events and preferences. In this way volunteers ensure that charities receive a fair share of the reduced collections, even if less frequently.

Risks in Legislation and Guidance compliance: *In support of objective (c)*

Food Safety : Cherwell District Council conducted a Health Protection and Compliance Review in July 2018 and agreed handling procedures. Trustees Riki Therivel and Valerie Richards hold Food Safety Certificate level 2. Food safety, handling and date information forms part of the Volunteer induction pack and a separate sheet showing meanings of food dates is provided as a quick look up guide. This was also copied to the charities for guidance and display.

Data Protection : We have attended OCVA Charity training events including GDPR requirements. Data necessary for communication is controlled by administrator and is not used outside BFFC or for fund raising purposes. Records reviewed and updated/deleted annually. There have been no requests for data held.

Safeguarding : Volunteers have no direct or unsupervised contact with Charity Clients. Our Induction Pack includes a code of conduct and details of how volunteers can raise concerns or complaints.

Management of Other Risks *objective (c)*

Reputation : The reputation of BFFC stands on the commitment, enthusiasm and reliability of volunteers to deliver services & close contact is maintained. We have received no complaints either internal or external. Trustee Liability Insurance is held.

Health & Safety : Volunteers are provided with Hi-Vis jackets and name badges. Volunteer drivers agree in writing that they are covered by their own insurance. Food handling and written expiry date advice was given to volunteers. Inedible food or food past its use-by date is refused.

Environmental Costs : BFFC operates solely within the town of Banbury to reduce environmental impact of moving food, compared to the cost of transport to landfill or recycling plants.

Avoiding further food waste : On the rare occasions when supply exceeds demand, alternate uses have been found; e.g. as animal food, forwarding to Oxford City Charities.

Variations in supplies and Equity of treatment : Following a decline in supplies, we started group emails to inform volunteers of weekly shortages and which charities, if any, were missed to ensure equity of treatment.

Promotional Activity & Fund Raising: *Aim (1), objective (a, (d), (e), specific plan (2)*

- Web and Twitter and Facebook accounts exist but need to be refreshed to promote our activities and to link to other organisations. *See Difficulties and Challenges.*
- Marked magnetic signs for volunteers' vehicles have raised our profile.
Talk given at Oxford Co-operative Party meeting about activities

Working with partners: *In support of Aim (1), objective (d), (f) specific plan (3)*

Apart from the Charities we serve, BFFC has worked with others to reduce food waste:

- Referring offers of food to Charity partners where we cannot handle them.
- We are advised and supported by OCVA (Oxfordshire Community & Voluntary Action) their seminars and network.
- We explored practical ways of working more closely with Oxford Food Bank as they considered their own long-term plans to extend operations.

Difficulties and Challenges

1. We have just sufficient volunteers to cover our shifts. Recruits largely come from word of mouth and have by luck been found just in time to replace leavers. It would however be undesirable to have too many volunteers, without a regular round to cover. Volunteer numbers remain critical for our future operations. This is an on-going issue, carried forward to 2023/24 annual plan.
2. Fluctuating supplies affected onward food deliveries, while lack of storage space by Charities means food has sometimes been refused.
3. Although planned for 2021/22, there remains a need for IT/Tech savvy input, for web, Facebook, Twitter and a fundraising platform. These plans were 'on hold' during COVID-19 and have become more urgent.

Future Plans

- a. Apply for a Grant to help fund food storage solutions at our partner community Food Bank.
- b. Review IT, web page management and fund-raising platform
- c. Continue to work closely to ensure fairness in deliveries.
- d. Explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.
- e. Continue to explore closer working with Oxford Food Bank.

PART 2 : STRUCTURE AND MANAGEMENT

The number and method of appointing Trustees is set out in the Governing document. The Manager since January 2022 is Catherine Leefe.

Financial records held by Valerie Richards who has attended OCVA seminars on accounting for Charities and GDPR.

Trustee Riki Therivel holds ILM level 3 qualifications in volunteer management to act as an arbiter and has attended OCVA seminar on Trustees' legal responsibilities. Riki maintains the web-site.

None of the Trustees has received any benefit from the Charity.

The first formal meeting of Trustees and volunteers was 30 June 2015.

The Annual Meeting is held in June/July.

Trustees

The current Trustees are:

Valerie Richards	Appointed 8 January 2015
Riki Therivel	Appointed 8 January 2015
Kieron Mallon	Appointed 8 January 2015
Maurice Humphris	Appointed September 2015

PART 3 : FINANCES

Note 1: Accounts prepared on the Receipts and Payments basis, as allowed by the Charities Act, since income is less than £250, 000.

Note 2: External scrutiny is not required under the Charities Act as income was less than £25,000.

Reserves Policy: BFFC looks to maintain a balance on unrestricted funds sufficient to cover expenses and outgoings for two years. The current balance of £177.33 just complies with that policy. Items of regular expenditure are Annual Insurance (£88) and any Hi-Vis, or promotional signs. There have been no claims for reimbursement of petrol.

BFFC is registered for Gift Aid boosting donations from UK tax payers by 25%.

Funds are held at Virgin Money where the account earns small monthly interest. There are no restricted funds.

STATEMENT OF ACCOUNTS 1 APRIL 2022 TO 31 MARCH 2023**INCOME & EXPENDITURE**

INCOME

Bank Interest		£ 0.94
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EXPENDITURE

Trustee Insurance	Dec 2022	£ 88.94-
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NET LOSS		£ 88.00-
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BALANCE SHEET

BALANCE B/F 1 APRIL 2022	£ 265.33
LESS LOSS	<u>£ 88.00-</u>
BALANCE C/F 31 MARCH 2023	£ 177.33

(Balance Confirmed by Bank Statement Number 32, 1 April 2023 = £ 177.33)

BANBURY FOOD FOR CHARITIES

England & Wales - Charity number 1159862

Accounts

BANBURY FOOD FOR CHARITIES

CHARITY: 1159862 : Registered 8 January 2015

We present the Trustees' Annual Report and the Annual Accounts for Banbury Food for Charities and confirm that they comply with the requirements of the Charities Act 2011 and the governing document of the Charitable Incorporated Organisation (CIO). This Report covers the period 1 April 2021 to 31 March 2022

AIMS

- I. The promotion of food waste reduction and the recycling and use of surplus food products within the Banbury area.
- II. The relief of the disadvantaged, living in or around Banbury, through the provision of food.

OBJECT : What we do

In order to reduce food waste, we negotiate with food suppliers in the Banbury area so as to collect their surplus food that would otherwise be lost to human consumption, principally fresh fruit, vegetables and bakery products past 'sell-by', or 'display by' dates, but still within 'use-by' date. The food is collected from the supplier premises by Banbury Food For Charities (BFFC) volunteers using their own vehicle and then delivered directly to local registered Charities to be used by their users and clients, in their kitchens for hot meals and in the promotion of cooking skills and healthy eating. There are no charges made for either collection or for distribution of the food.

Key objectives

- a. To grow the Charity finding new suppliers and volunteers.
- b. To ensure we reach charities representing a wide range of vulnerable people
- c. To ensure we comply with legislation
- d. To promote our presence within Banbury
- e. To raise operational funds
- f. To work with others to promote recycling

COVID-19

The advent of COVID-19 in 2020 meant the closure of most of the Charities supplied, a drop in supplies, self-isolation for many volunteers and a temporary cessation of activity. Although operational throughout the year ending March 2022, there are on-going effects as Charities have changed focus and needs.

Plans for 2021/2022

1. To consider the on-going viability of BFFC, appoint new management and to renegotiate collection slots with suppliers.
2. Review IT, web page management and fund-raising platform
3. To explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

PART 1 : REVIEW OF ACTIVITIES

Achievements & Performance in the Year Ending 31 March 2022

Volunteers: *In support of key objectives and 2021/22 plan*

Our ongoing viability is solely due to the commitment, enthusiasm, and flexibility of our regular volunteers: Kieron, Philip, Ed, Juliet and Cath who have worked for us during this very challenging year, with Valerie & Barry acting as reserve. It is because of them that the Charity is able to continue.

Food Recycled: *In support of all Aims and objectives:-*

In common with other food recycling Charities, BFFC has seen a drop in supplies. There are several factors in play. Customer awareness means more 'reduced price' items are purchased in store, meaning less excess food at day end. At the same time there has been national focus on both food waste and food banks with new organisations set-up locally to tackle both food waste and redistribution. The amount of handled food has fallen from about 30 to about 10/15 equivalent crates per week, or half the amount handled in earlier years.

This supports Aim I – the reduction of supermarket food waste - although it does mean less to share among the Charities we support (Aim II)

Although less, this equates to roughly 6 builders' skips of food a year saved from waste. This food would otherwise have been driven by lorry to land fill or bio-digester with a consequent cost in CO2 emissions and water usage to the detriment of the environment. It is instead saved for peoples plates.

Main foods collected are fresh fruit and vegetables, bakery products and cut flowers, plus seasonal treats, cake mixes, honey and canned goods.

Suppliers: *In support of our Aim (I), objective (a & f) and Specific Plan (1)*

Excess unsold food has been supplied by Aldi, Produce Warriors, Waitrose, Tesco Grimsbury and occasionally Morrisons. Each one of these supplies other Charities as well as BFFC.

Regular suppliers are located within Banbury minimising environmental impact when collecting food in our vehicles. We have strived to match supply & demand, only discarding damaged or spoiled food avoiding further waste.

Charity Reach :- In support of Aim (II) and Objective (b)

During the year, we have operated 3 days a week supplying 10 local Charities:

- 4 organisations providing food bank services,
- 3 community larders and
- 3 residential centres.

These organisations have in turn supported a wide range of vulnerable people within Banbury of all ages.

To maximise distribution while minimising waste, we delivered according to a rota, levelling out shortages and gluts; liaising with each other and the charities to check requirements, closures, specific events and preferences. Thus volunteers ensure that charities receive a fair share of the reduced collections, even if less frequently.

Legislation and Guidance compliance: In support of objective (c)

Cherwell District Council conducted a Health Protection and Compliance Review in July 2018 and agreed handling procedures. Trustees Riki Therivel and Valerie Richards hold Food Safety Certificate level 2. Food safety, handling and date information forms part of the Volunteer induction pack and a separate sheet showing meanings of food dates is provided as a quick look up guide. This was also copied to the charities for guidance and display. We have attended OCVA Charity training events including GDPR requirements. Trustee Liability Insurance is held.

Compliance Review:

Data Protection : Data necessary for communication is controlled by administrator and is not used outside BFFC or for fund raising purposes. Records reviewed and updated/deleted annually. There have been no requests for data held.

Safeguarding policy : Volunteers have no direct or unsupervised contact with Charity Clients. Our Induction Pack includes a code of conduct and details of how volunteers can raise concerns or complaints.

We have received no complaints either internal or external.

COVID-19 – see Management of Risks – over,

Promotional Activity & Fund Raising: Aim (I), objective (a, (d), (e), specific plan (2)

- Web and Twitter and Facebook accounts exist but need to be refreshed to promote our activities and to link to other organisations. Communication with the initial creator has been difficult. *See Difficulties and Challenges.*
- Marked magnetic signs for volunteers' vehicles have raised our profile.
- We have worked with partners: as below.
- We do not use external fundraisers.

Working with partners: *In support of Aim (I), objective (d), (f) specific plan (3)*

Apart from the Charities we serve, BFFC has worked with others to reduce food waste:

- Referring offers of food to Charity partners where we cannot handle them.
- We are advised and supported by OCVA (Oxfordshire Community & Voluntary Action) their seminars and network.

Surplus Food Cookbook: *In support of Aim (I), objective (b), (d),(f),*

Update: In March 2017 we produced a booklet with ideas and recipes for using our commonly collected foodstuffs. Of the original print run, the bulk was donated to our Charities partners for their users during 2017. Due to demand, there was a 2020 reprint organised by Botley Community Larder from which we have donated extra copies to partners during 2021/22.

Management of Risks *objective (c)*

COVID-19 The volunteer guide was updated to reflect COVID-19 considerations, safe handling and the need for gloves, sanitiser and masks. Sanitiser and gloves were made available, and claims invited for additional costs to volunteers.

Reputation : The reputation of BFFC stands on the commitment, enthusiasm and reliability of its volunteers to deliver its services & close contact is maintained.

Health & Safety : Volunteers are provided with Hi-Vis jackets and name badges. Volunteer drivers agree in writing that they are covered by their own insurance.

Liability insurance has been obtained. Food handling and written expiry date advice was given to volunteers. Inedible food or food past its use-by date is refused.

Environmental Costs : BFFC operates solely within the town of Banbury to reduce environmental impact of moving food, compared to the cost of transport to landfill or recycling plants.

Avoiding further food waste : On the rare occasions when supply exceeds demand, alternate uses have been found; e.g. as animal food, forwarding to Oxford City Charities.

Equity of treatment : We have picked up 3 times a week ensuring waste food is regularly collected from suppliers maximizing recycling and ensuring freshness. Delivering by rota several times a week, helps ensure that short supplies and surpluses were evened out across the Charities with equity of treatment. We strived to match food preferences and needs.

Difficulties and Challenges

1. We have sufficient volunteers to cover our shifts, with reserves to cover holidays and other commitments. Recruits largely come from word of mouth and have by luck been found just in time to replace leavers. It would however be undesirable to have too many volunteers, without a regular round to cover. Volunteer numbers remain critical for our future operations. This is an on-going issue, carried forward to 2022/23 annual plan.

2. Regular changes of store personnel, building works, 3rd party IT systems and fluctuating supplies affected collections of food which we have tried to mitigate by ongoing communication.
3. Although planned for 2021/22, there remains a need for IT/Tech savvy input, for web, Facebook, Twitter and a fundraising platform. These plans have been ‘on hold’ during COVID-19 and carried forward to 2022/23.

Future Plans

- a. Together with our volunteers, to consider the on-going viability of BFFC.
- b. Review IT, web page management and fund-raising platform
- c. To explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

PART 2 : STRUCTURE AND MANAGEMENT

The number and method of appointing Trustees is set out in the Governing document. As planned for 2021/22, our new Manager Catherine Leefe successfully took over the management of suppliers, volunteers and charity liaison in January 2022. She has led volunteer discussions on supplies and suppliers. A new email has been set up to facilitate.

Financial records held by Valerie Richards who has attended OCVA seminars on accounting for Charities and GDPR.

Trustee Riki Therivel holds ILM level 3 qualifications in volunteer management to act as an arbiter and has attended OCVA seminar on Trustees’ legal responsibilities. Riki maintains the web-site.

Kieron Mallon arranges effective press releases.

None of the Trustees has received any benefit from the Charity.

The first formal meeting of Trustees and volunteers was 30 June 2015.

The Annual Meeting is held in July.

Trustees

The current Trustees are:

	APPOINTED
Valerie Richards	8 January 2015
Riki Therivel	8 January 2015
Kieron Mallon	8 January 2015
Maurice Humphris	25 September 2015

PART 3 : FINANCES

Note 1: Accounts prepared on the Receipts and Payments basis, as allowed by the Charities Act, since income is less than £250, 000.

Note 2: External scrutiny is not required under the Charities Act as income was less than £25,000.

Reserves Policy: BFFC looks to maintain a balance on unrestricted funds sufficient to cover expenses and outgoings for two year. The current balance of £265.33 fits with

that policy. Items of regular expenditure are Annual Insurance (£90) and any Hi-Vis, or promotional signs. There have been no claims for reimbursement of petrol. BFFC is registered for Gift Aid boosting donations from UK tax payers by 25%.

Funds were originally held in Yorkshire Bank, now part of Virgin Money. The application of Bank charges in February 2022 were successfully challenged and the fee refunded with no further charges made. There are no restricted funds.

STATEMENT OF ACCOUNTS 1 APRIL 2021 TO 31 MARCH 2022

INCOME & EXPENDITURE

INCOME

Bank Error Correction:	Mar 2022	£ 6.50
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EXPENDITURE

Trustee Insurance	Dec 2021	£ 88.94-
Bank Charges Error	Feb 2022	£ 6.50-

NET LOSS		£ 88.94-
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BALANCE SHEET

BALANCE B/F 1 APRIL 2021	£ 354.27
LESS LOSS	£ 88.94-
BALANCE C/F 31 MARCH 2022	£ 265.33

(Balance Confirmed by Bank Statement Number 27, 2 April 2022 = £ 265.33)

BANBURY FOOD FOR CHARITIES

England & Wales - Charity number 1159862

Accounts

BANBURY FOOD FOR CHARITIES

CHARITY: 1159862 : Registered 8 January 2015

We present the Trustees' Annual Report and the Annual Accounts for Banbury Food for Charities and confirm that they comply with the requirements of the Charities Act 2011 and the governing document of the Charitable Incorporated Organisation (CIO). This Report covers the period 1 April 2020 to 31 March 2021

AIMS

- I. The promotion of food waste reduction and the recycling and use of surplus food products within the Banbury area.
- II. The relief of the disadvantaged, living in or around Banbury, through the provision of food.

OBJECT : What we do

In order to reduce food waste, we negotiate with food suppliers in the Banbury area so as to collect their surplus food that would otherwise be lost to human consumption, principally fresh fruit, vegetables and bakery products past 'sell-by', or 'display by' dates, but still within 'use-by' date. The food is collected from the supplier premises by Banbury Food For Charities (BFFC) volunteers using their own vehicle and then delivered directly to local registered Charities to be used by their users and clients, in their kitchens for hot meals and in the promotion of cooking skills and healthy eating. There are no charges made for either collection or for distribution of the food.

Key objectives

- a. To grow the Charity finding new suppliers and volunteers.
- b. To ensure we reach charities representing a wide range of vulnerable people
- c. To ensure we comply with legislation
- d. To promote our presence within Banbury
- e. To raise operational funds
- f. To work with others to promote recycling

COVID-19

The advent of COVID-19 in 2020 meant the closure of most of the Charities supplied and a drop in supplies. Over half the volunteers had to self-isolate and so BFFC ceased operations as from 23 March 2020. Plans would be influenced by the duration of COVID-19, availability of food and volunteers and re-evaluated during the year.

Tentative Plans for 2020/2021

1. To consider the future viability of BFFC, appoint new management and to renegotiate collection slots with suppliers.
2. Review IT, web page management and fund-raising platform
3. To explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

PART 1 : REVIEW OF ACTIVITIES

Achievements & Performance in the Year Ending 31 March 2021

Operations halted from 23 March 2020 until September 2020. All partners were notified, as were other food collecting charities, while several volunteers diverted to other projects. During Lockdown 1, food donation programmes were operated by SOFEA and Banbury Volunteer Drivers who handled much of the surplus food within Banbury until their own operations evolved. We confirmed they included ongoing food supplies to those charities which remained open, while our own operations were suspended.

From early September 2020, food donations again became available to BFFC and happily sufficient volunteers wished to resume to allow us to operate on a regular 3 day a week basis. This continued for the remainder of the reporting year, including throughout Christmas and both Lockdowns 2 and 3.

Once again, we owe a huge debt of gratitude to regular and new volunteers who have all worked so hard collecting and delivering food, during this challenging time.

Suppliers: *In support of our Aim (I), objective (a & f) and Specific Plan (1)*

From September 2020 excess unsold food has been supplied by Aldi, Produce Warriors, Waitrose, Tesco Grimsbury and occasionally Sainsburys and Morrisons.

Regular suppliers are located within Banbury minimising environmental impact when collecting food in our vehicles. We have strived to match supply & demand, only discarding damaged or spoiled food avoiding further waste.

Food Recycled: *In support of all Aims and objectives:-*

The amount donated day to day by any supplier can vary from nil to 12 crates full. Overall however supply is estimated at 20 to 40 supermarket trays handled a week. . It would be inappropriate to estimate weights collected as each tray varies in mass according to food product, however we calculate collections over the 7 month period of about 700 trays with a volume of 30 cubic metres, equivalent to a skip a month of food saved from waste. This food would otherwise have been driven by lorry to land fill or bio-digester with a consequent cost in CO2 emissions and water usage to the detriment of the environment. It is instead saved for peoples plates.

Main foods collected are fresh fruit and vegetables, bakery products and cut flowers, plus seasonal treats, cake mixes, honey and canned goods. In addition, we have handled wholesale donations from Morrisons with Barry delivering food to and individual boxes from Sunshine Centre.

Volunteers: *In support of objective (a) and specific plan (2)*

We are indebted to our enthusiastic and flexible volunteers: Kieron, Philip, Ed, Juliet , Barry and Cath who have worked for us during this very challenging year, with Valerie & Barry acting as reserve.

See Section 'Difficulties and Challenges below.

Charity Reach :- In support of Aim (II) and Objective (b) specific plan (1)

Since resuming in September 2020, we have operated 3 days a week supplying 10 local Charities. This is reduction from previous years as several day centre services remained closed due to the virus. Instead, we supplied:

- 4 organisations providing food bank services,
- 3 community larders and
- 3 residential centres.

These organisations have in turn supported a wide range of vulnerable people within Banbury of all ages.

To maximise distribution while minimising waste, we delivered according to a rota, levelling out shortages and gluts; liaising closely with the charities to check requirements, holiday closures, specific events and preferences.

Legislation and Guidance compliance: In support of objective (c)

Cherwell District Council conducted a Health Protection and Compliance Review in July 2018 and agreed handling procedures. Trustees Riki Therivel and Valerie Richards hold Food Safety Certificate level 2. Food safety, handling and date information forms part of the Volunteer induction pack and a separate sheet showing meanings of food dates is provided as a quick look up guide. This was also copied to the charities for guidance and display. We have attended OCVA Charity training events including GDPR requirements. Trustee Liability Insurance is held.

Compliance Review:

Data Protection : Data necessary for communication is controlled by administrator and is not used outside BFFC or for fund raising purposes. Records reviewed and updated/deleted annually. There have been no requests for data held.

Safeguarding policy : Volunteers have no direct or unsupervised contact with Charity Clients. Our Induction Pack includes a code of conduct and details of how volunteers can raise concerns or complaints.

We have received no complaints either internal or external.

COVID-19 – see Management of Risks – over,

Promotional Activity & Fund Raising: Aim (I), objective (a),(d),(e), specific plan (2)

- Web and Twitter and Facebook accounts exist but need to be refreshed to promote our activities and to link to other organisations. Communication with the initial creator has been difficult.
- Marked magnetic signs for volunteers' vehicles have raised our profile.
- We have worked with partners: as below.
- We do not use external fundraisers.

Working with partners: *In support of Aim (I), objective (d), (f) specific plan (2)*

Apart from the Charities we serve, BFFC has worked with others to reduce food waste:

- Referring offers of food to Charity partners where we cannot handle them.
- We are advised and supported by OCVA (Oxfordshire Community & Voluntary Action) their seminars and network.

Surplus Food Cookbook: *In support of Aim (I), objective (d),(f), -*

Update: In March 2017 we produced a booklet with ideas and recipes for using our commonly collected foodstuffs. Of the original print run, the bulk was donated to our Charities partners for their users during 2017. Due to demand there was a 2020 reprint organised by Botley Community Larder from which we have donated extra copies to partners during 2021.

Management of Risks *objective (c)*

COVID-19 The volunteer guide was updated to reflect COVID-19 considerations, safe handling and the need for gloves, sanitiser and masks. Sanitiser and gloves were made available, and claims invited for additional costs to volunteers.

Reputation : The reputation of BFFC stands on the commitment, enthusiasm and reliability of its volunteers to deliver its services & close contact is maintained.

Health & Safety : Volunteers are provided with Hi-Vis jackets and name badges. Volunteer drivers agree in writing that they are covered by their own insurance. Liability insurance has been obtained. Food handling and written expiry date advice was given to volunteers. Inedible food or food past its use-by date is refused.

Environmental Costs : BFFC operates solely within the town of Banbury to reduce environmental impact of moving food, compared to the cost of transport to landfill or recycling plants.

Avoiding further food waste : On the rare occasions when supply exceeds demand, alternate uses have been found; e.g. as animal food, forwarding to Oxford City Charities.

Equity of treatment : We have picked up 3 times a week ensuring waste food is regularly collected from suppliers maximizing recycling and ensuring freshness. Delivering by rota several times a week, helps ensure that short supplies and surpluses were evened out across the Charities with equity of treatment. No Charities were refused food and we strived to match food preferences and needs.

Difficulties and Challenges

1. We have sufficient volunteers to cover our shifts, with a reserve to cover volunteers' holidays and other commitments. Recruits largely come from word of mouth and as friends and have by luck been found just in time to replace leavers. It would be equally undesirable to have too many volunteers, without a regular round to cover. Advertisements via Banbury Volunteers/Advice Centre elicited no response. Volunteer numbers remain critical for our future operations.

2. Regular changes of store personnel, building works, 3rd party IT systems and fluctuating supplies affected collections of food which we have tried to mitigate by ongoing communication.
3. There remains a need for IT/Tech savvy input, for web, Facebook, Twitter and a fundraising platform. These have been ‘on hold’ during COVID-19.

Future Plans

These will be influenced by the duration of COVID-19 restrictions and precautions.

- a. To consider the future viability of BFFC and appoint new management.
- b. Review IT, web page management and fund raising platform
- c. To explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

PART 2 : STRUCTURE AND MANAGEMENT

The number and method of appointing Trustees is set out in the Governing document. Supplier and Charity liaison, administration and financial records held by Valerie Richards who has attended OCVA seminars on accounting for Charities and GDPR. Everyday volunteer arrangements were managed by Valerie Richards who is acting as caretaker until a replacement is agreed.

Trustee Riki Therivel holds ILM level 3 qualifications in volunteer management to act as an arbiter and has attended OCVA seminar on Trustees’ legal responsibilities. Riki maintains the web-site.

Kieron Mallon arranges effective press releases.

All the Trustees acted as volunteer drivers.

None of the Trustees has received any benefit from the Charity.

The first formal meeting of Trustees and volunteers was 30 June 2015.

The Annual Meeting is held in July.

Trustees

The current Trustees are:

	APPOINTED
Valerie Richards	8 January 2015
Riki Therivel	8 January 2015
Kieron Mallon	8 January 2015
Maurice Humphris	25 September 2015

PART 3 : FINANCES

Note 1: Accounts prepared on the Receipts and Payments basis, as allowed by the Charities Act, since income is less than £250, 000.

Note 2: External scrutiny is not required under the Charities Act as income was less than £25,000.

Reserves Policy: BFFC looks to maintain a balance on unrestricted funds sufficient to cover expenses and outgoings for two year.

The current balance of £354 fits with that policy.

BFFC is registered for Gift Aid boosting donations from UK tax payers by 25%.

Funds are held in Yorkshire Bank. There are no restricted funds.

Our on-line fund raising account Wonderful.org ceased operation.

STATEMENT OF ACCOUNTS : BANBURY FOOD FOR CHARITIES

1 APRIL 2020 TO 31 MARCH 2021

INCOME		AMOUNT
Donation - anonymous	Dec-20	£ 5.00
Bank Error Correction	Aug-20	£ 25.08
TOTAL INCOME		£ 30.08
EXPENDITURE		AMOUNT
Zurich - Insurance	Dec-20	£ 88.94
Sanitisers, Gloves etc	Aug-20	£ 10.00
Cook Books	Aug-20	£ 44.00
Magnetic signs	Nov-20	£ 53.52
TOTAL EXPENDITURE		£ 196.46
<u>NET LOSS FOR YEAR</u>		<u>-£ 166.38</u>
BALANCE SHEET		
BROUGHT FORWARD	01-Apr-20	£ 520.65
NET LOSS YEAR ENDING	31-Mar-21	-£ 166.38
ENDING BALANCE FOR YEAR		£ 354.27

REPRESENTED BY ASSETS	Bank Balance 31/03/21	£ 354.27
Confirmed by :	Bank Statement No 24	
Total Funds	01-Apr-21	£ 354.27

Valerie Richards : Trustee. 12 August 2021