

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