

# 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, 3<sup>rd</sup> 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-
<b>BALANCE C/F 31 MARCH 2022</b>	<b>£ 265.33</b>

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