

# **NORTHERN DEVON FOODBANK**

## **Trustees Annual Report and Accounts**

For the year ended 31st March 2025

Charity No: 1162651



# Trustees' Annual Report for the period

|      |                   |       |      |    |                 |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
| From | Period start date |       |      | To | Period end date |       |      |
|      | 1st               | April | 2024 |    | 31st            | March | 2025 |

## Section A Reference and administration details

**Charity name** Northern Devon Foodbank

**Other names charity is known by**

**Registered charity number (if any)** 1162651

**Charity's principal address** Supreme House

Pitt Lane

BIDEFORD, Devon

EX39 3JA

### Names of the charity trustees who manage the charity

|    | Trustee name  | Office (if any)       | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------|-----------------------|-----------------------------------|---|
| 1  | A Dobson      | Chair                 | Appointed 20/6/2025               |   |
| 2  | J A Craigie   | Vice Chair & Director |                                   |   |
| 3  | S R Bones     | Treasurer             | Appointed 4/8/2025                |   |
| 4  | Rev S Skinner |                       | Appointed 16/9/2024               |   |
| 5  | Rev A Lewis   |                       | Appointed 7/11/2025               |   |
| 6  | T A Toft      | Vice Chair            | Resigned autumn 2024              |   |
| 7  | S J Roberts   |                       | Resigned autumn 2024              |   |
| 8  | M Bloomfield  |                       | Resigned autumn 2024              |   |
| 9  | W Lo-Vel      |                       | Resigned 20 June 2025             |   |
| 10 | S A M Beer    | Treasurer             | Resigned 10/6/2024                |   |
| 11 |               |                       |                                   |   |
| 12 |               |                       |                                   |   |
| 13 |               |                       |                                   |   |
| 14 |               |                       |                                   |   |
| 15 |               |                       |                                   |   |
| 16 |               |                       |                                   |   |
| 17 |               |                       |                                   |   |
| 18 |               |                       |                                   |   |
| 19 |               |                       |                                   |   |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name                                     | Address  |
|-----------------|--|--|
| Accountant      | Glover Stanbury<br>Chartered Accountants | 27 Bridgeland Street, BIDEFORD, Devon EX39 2PZ |
| Bankers         | Lloyds Bank                              | BIDEFORD                                       |
|                 |  |  |
|                 |  |  |

**Name of chief executive or names of senior staff members (Optional information)**

J A Craigie, Director  
S Gould, Network Operations Manager

## Section B Structure, governance and management

**Description of the charity's trusts**

|   |  |
|---|--|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution dated 20 May 2015   |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation (CIO)   |
| Trustee selection methods<br>(eg. appointed by, elected by)         | The Trustees are appointed by the existing Trustees having regard to the skill and knowledge required by the Charity, or nominated by supporting ecumenical church groups. |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity operates under a network relationship with central support and services provided by The Trussell Trust.

Trustees are provided with full access to the operational and safety policies of the Charity, the operating manual and the general terms of the franchise relationship with the Trussell Trust.

Many clients of the Charity exhibit varying degrees of vulnerability, and the Trustees have policies and procedures in place to accommodate these safely.

## Summary of the objects of the charity set out in its governing document

The Charity exists to relieve persons in Northern Devon in particular and the United Kingdom in general that are in financial hardship in such ways as from time-to-time the Trustees think fit, in particular, but not exclusively, by:

- a) Providing emergency food, essential toiletries and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty;
- b) Such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

The Charity also aims for the advancement of the Christian religion mainly, but not exclusively, by means of offering prayer, spiritual guidance and literature of an evangelistic or teaching nature.

## Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Having had full regard to the guidance issued by the Charity Commission on public benefit, the Trustees have provided the following services during the year concentrating particularly on the relationship between good nutrition and public health.

- i. Using a controlled voucher system the Charity provided at least three days' supply of nutritionally balanced food to people deemed to be in financial crisis.
- ii. Limited support for people suffering from fuel poverty was provided in North Devon District only.
- iii. This was achieved through our seven distribution branches at Barnstaple, Bideford, Braunton, Holsworthy, Ilfracombe, Fremington and South Molton, our common food store in Bideford, distribution of pre-packed emergency food boxes and a rural delivery service.
- iv. The Trustees raised funds for and administered the Northern Devon Christmas Fund, providing additional help to Adults and Children in longer term poverty.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

The average number of volunteers we worked with over the year is 388 across North Devon and Torridge, accumulating 17,746 hours worked. Our volunteers come from a range of backgrounds and offer a variety of skills, united by their desire to fight poverty. They have all worked exceptionally hard to manage all the challenges we have faced during this financial year as have our Trustees and admin staff.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The number of food parcels we have distributed during the course of this financial year is almost the same as the previous year, being 10,499 vouchers (2024: 10,441). Similarly, food donations have also remained consistent at 111,346 kg (2024: 110,373kg).

In addition, a large number of people were supported by food supplies by us to other charities and food pantries.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Charity has contractual liabilities in relation to leases on the premises in Bideford, but no other significant commitments requiring reserves to be held. We anticipate that projected income will be adequate to meet our commitments.

The trustees are currently discussing how to invest the reserves so as to provide long-term stability for the charity.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity is principally funded by the general public, churches and local grant-making charities.

In addition, for the first time grants were received from the following national charities: the Trussell Trust (£57,000), Postcode Lottery Trust (£25,000) and the National Lottery (£20,000).

While comparatives have not been disclosed (see note below), encouragingly total unrestricted receipts for the year of £149,929 are very similar to total income in 2024 of £149,290.

## Section F

## Other optional information

### Change in accounting basis

During 2024, a number of trustees resigned (see page 2), including the treasurer who largely maintained the computerised books of account. This resulted in challenges completing the accounts for the year ended 31 March 2024, and has hindered the completion of the accounts to 31 March 2025. A new treasurer was appointed in August 2025.

Due to the status of the financial records at that time, the trustees immediately agreed to prepare simpler cash accounts for the year ended 31 March 2025, and going forward. Due to the change in basis, it was decided not to show any comparatives this year.

## Section G

## Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the charity's Trustees

|  |                         |             |
|--|-------------------------|-------------|
| <b>Signature(s)</b>                        | J A CRAIGIE             | A DOBSON    |
| <b>Full name(s)</b>                        | James A Craigie         | Alun Dobson |
| <b>Position (eg Secretary, Chair, etc)</b> | Vice Chair and Director | Chair       |
| <b>Date</b>                                | 18 March 2026           |             |



## Independent Examiner's Report

**Report to the trustees/  
members of**

Northern Devon Foodbank

**On accounts for the  
period ended**

31<sup>st</sup> March 2025

**Charity no.**

1162651

**Set out on pages**

8-10

I report to the trustees on my examination of the accounts of the above charity ("the CIO") for the year ended 31<sup>st</sup> March 2025.

**Responsibilities and  
basis of report**

As the charity trustees of the CIO, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:** A C COATES

**Date:** 23 March 2026

**Name:** Andrew Coates

**Relevant professional  
qualification:**

Fellow of the Institute of Chartered Accountants in England and Wales (retired)

**Address:**

Little Glenmoule

Roborough

EX19 8TE

## Receipts and payments

Northern Devon Foodbank

For the year ended 31 March 2025

| Account  | Unrestricted Funds | Restricted Funds | Total          |
|--|--------------------|------------------|----------------|
| <b>Receipts</b>                                |                    |                  |                |
| Donations received                             | 101,540            | 1,110            | 102,650        |
| Grants received (Note 2)                       | 35,842             | 85,175           | 121,017        |
| Gift aid tax reclaimed                         | 8,307              | -                | 8,307          |
| Local fundraising and street collection income | 240                | -                | 240            |
| Bank interest received                         | 3,749              | -                | 3,749          |
| Commission receivable                          | -                  | 4                | 4              |
| Receipts from sale of fixed assets             | 250                | -                | 250            |
| <b>Total Receipts</b>                          | <b>149,929</b>     | <b>86,289</b>    | <b>236,218</b> |
| <b>Payments</b>                                |                    |                  |                |
| Fundraising costs                              | 368                | -                | 368            |
| Food and supplies                              | 31,745             | 3,607            | 35,352         |
| Client gas and electricity top ups             | -                  | 5,760            | 5,760          |
| Staff costs                                    | 15,634             | -                | 15,634         |
| Vehicle costs                                  | 692                | 3,316            | 4,008          |
| Rent   | 15,920             | -                | 15,920         |
| Insurance                                      | 2,653              | -                | 2,653          |
| Heat and light                                 | 5,671              | -                | 5,671          |
| Repairs and maintenance                        | 6,716              | 2,582            | 9,299          |
| Advertising                                    | 740                | -                | 740            |
| Printing, stationery, photocopying and postage | 1,620              | -                | 1,620          |
| Landline, mobile and internet costs            | 304                | -                | 304            |
| Sundry branch expenses                         | 1,828              | 500              | 2,328          |
| Cleaning and waste management                  | 230                | -                | 230            |
| Conferences and meetings                       | 113                | -                | 113            |
| Volunteer expenses                             | 1,032              | -                | 1,032          |
| Subscriptions                                  | 869                | -                | 869            |
| Payment processing charges                     | 12                 | 215              | 227            |
| Accounts and salaries software                 | 545                | -                | 545            |
| Accountancy fees                               | 1,500              | -                | 1,500          |
| Consultancy fees                               | 1,583              | 58,897           | 60,480         |
| Equipment purchases                            | 43,005             | 15,676           | 58,681         |
| <b>Total Payments</b>                          | <b>132,778</b>     | <b>90,554</b>    | <b>223,332</b> |
| <b>Net of receipts/payments</b>                | <b>17,151</b>      | <b>(4,265)</b>   | <b>12,886</b>  |
| <b>Transfers between funds</b>                 |                    |                  |                |
| Transfers between funds                        | (12,232)           | 12,232           | -              |
| <b>Total Transfers between funds</b>           | <b>(12,232)</b>    | <b>12,232</b>    | <b>-</b>       |
| <b>Net movement in funds</b>                   | <b>4,919</b>       | <b>7,967</b>     | <b>12,886</b>  |
| Cash balance at 1 April 2024                   | 293,157            | 35,777           | 328,934        |
| <b>Cash balance at 31 March 2025</b>           | <b>298,076</b>     | <b>43,744</b>    | <b>341,820</b> |



# Statement of assets and liabilities

Northern Devon Foodbank

As at 31 March 2025

| Account  | Unrestricted Funds | Restricted Funds | Total          |
|--|--------------------|------------------|----------------|
| <b>Assets</b>                                    |                    |                  |                |
| <b>Cash funds</b>                                |                    |                  |                |
| Petty cash                                       | 1,815              | -                | 1,815          |
| Deposit account                                  | 287,201            | 43,744           | 330,945        |
| Current account                                  | 9,060              | -                | 9,060          |
| <b>Total Cash funds</b>                          | <b>298,076</b>     | <b>43,744</b>    | <b>341,820</b> |
| <b>Total Cash Assets</b>                         | <b>298,076</b>     | <b>43,744</b>    | <b>341,820</b> |
| <b>Reserves (Note 1)</b>                         |                    |                  |                |
| Funds of the charity                             | 298,076            | 43,744           | 341,820        |
| <b>Total Reserves</b>                            | <b>298,076</b>     | <b>43,744</b>    | <b>341,820</b> |
| <b>Assets retained for the charity's own use</b> |                    |                  |                |
| Equipment, including vans, at original cost      |                    |                  | <b>58,681</b>  |

We approve the accounts and confirm that we have made available all relevant records and information for their preparation.

A DOBSON

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Alun Dobson  
Chair

J A CRAIGIE

.....

James Craigie  
Trustee & Director

Date of approval: 18 March 2026

## 1. Reserves

Northern Devon Foodbank  
For the year ended 31 March 2025

| <b>Funds of the charity</b>        | <b>2025</b>    |
|------------------------------------|----------------|
| R1 - Christmas                     | 9,688          |
| R2 - Covid-19                      | -              |
| R3 - Citizens Advice partnership   | -              |
| R4 - NDDC gas/elec top ups         | 13,351         |
| R5 - Bideford fuel poverty project | 2,980          |
| R6 - Community fridge              | -              |
| R7 - New minibus and vehicle costs | 6,261          |
| R13 - Pumpkin events               | 300            |
| R14 - Money coaching               | 5,000          |
| R16 - DCF hygiene & fuel           | 4,664          |
| R17 - Food purchases               | 1,500          |
| U1 - General unrestricted          | 298,076        |
| <b>Total Reserves</b>              | <b>341,820</b> |

## 2. Grants received

Northern Devon Foodbank  
For the year ended 31 March 2025

| <b>Contact</b>               | <b>Unrestricted Funds</b> | <b>Restricted Funds</b> | <b>2025 Total</b> | <b>2024 Total</b> |
|------------------------------|---------------------------|-------------------------|-------------------|-------------------|
| Asda Foundation              | 1,000                     | -                       | 1,000             | -                 |
| Bideford Bridge Trust        | -                         | 5,000                   | 5,000             | 5,000             |
| Bideford Town Council        | -                         | -                       | -                 | 1,200             |
| Cllr K James                 | -                         | -                       | -                 | 5,234             |
| Devon Community Foundation   | -                         | 5,000                   | 5,000             | -                 |
| Hubbub Foundation            | -                         | 800                     | 800               | 4,250             |
| National Lottery             | -                         | 20,000                  | 20,000            | -                 |
| NDDC                         | -                         | -                       | -                 | 21,000            |
| Neighbourly                  | 790                       | 3,000                   | 3,790             | 2,055             |
| Postcode Lottery Trust       | 25,000                    | -                       | 25,000            | -                 |
| TDCAP                        | 650                       | -                       | 650               | 1,200             |
| The Chesterton Foundation    | 1,000                     | -                       | 1,000             | -                 |
| The Trussell Trust           | 6,750                     | 50,250                  | 57,000            | 275               |
| Waitrose                     | -                         | 1,125                   | 1,125             | -                 |
| Grants received under £1,000 | 652                       | -                       | 652               | -                 |
| <b>Total</b>                 | <b>35,842</b>             | <b>85,175</b>           | <b>121,017</b>    | <b>40,214</b>     |