

CLEVEDON AND DISTRICT FOODBANK CIO

England & Wales · Charity number 1163153

Details

Status Registered

Legal form CIO

Registered 2015-08-14

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

Contact

Address 9a
Teignmouth Road
Clevedon
BS21 6DL

Phone 07722769529

Email info@clevedondistrict.foodbank.org.uk

Website clevedon.foodbank.org.uk

Activities

Objects: THE OBJECT OF THE CIO IS THE RELIEF OF THOSE IN NEED BY VIRTUE OF AGE, FINANCIAL HARDSHIP, DISABILITY OR ILL-HEALTH BY THE PROVISION OF PRACTICAL SUPPORT, ESPECIALLY BUT NOT EXCLUSIVELY IN THE FORM OF FOOD, INFORMATION AND ADVICE TO MEET CHARITABLE NEED, ESPECIALLY BUT NOT EXCLUSIVELY IN THE AREAS OF NORTH SOMERSET AND THE BRISTOL CITY REGION.

Activities: Provision of food , goods , resources and associated support to people in crisis.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Other Charitable Purposes
- **Who:** Other Defined Groups

Geography

- North Somerset

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2025-03-31 | £132,591 | £142,253 | - | - |
| 2024-03-31 | £143,983 | £158,765 | - | - |
| 2023-03-31 | £162,433 | £118,423 | - | - |
| 2022-03-31 | £110,506 | £62,306 | - | - |
| 2021-03-31 | £159,856 | £96,455 | - | - |

Trustees

| Name | Role | Appointed |
|------------------------------|-------|------------|
| ALISON FRANCES KEMBER | Chair | 2022-11-23 |
| Andrew Wilson | | 2025-08-20 |
| Donna Jenkins | | 2025-08-20 |
| Martin Stewart Buckley | | 2022-10-01 |
| SUSAN MAY REGAN | | 2017-04-01 |
| Susan Elizabeth Burns | | 2023-02-23 |
| Yvonne Ann May | | 2023-05-24 |

CLEVEDON AND DISTRICT FOODBANK CIO

England & Wales - Charity number 1163153

Accounts

Clevedon and District Food Bank CIO

Annual accounts for the year ended
31 March 2025

A Charitable Incorporated Organisation

Registered charity no 1163153

Clevedon and District Food Bank CIO

Financial Statements for the year ended 31 March 2025

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Registered charity no 1163153

Report of the Trustees for the year ended 31 March 2025

The Trustees present their report and financial statements for the year ended 31 March 2025.

Reference and Administrative Information

Charity name: Clevedon and District Food Bank CIO

Charity registration number: Registered charity no 1163153

Correspondence address
Unit 3, Neads Court
Knowles Road
Clevedon
Bristol
BS21 7XS

Trustees

| | |
|----------------|-------------------------------------|
| Alison Kember | Chair |
| Yvonne May | Treasurer |
| Martin Buckley | Trustee |
| Susan Burns | Trustee |
| Gilyan Mears | Trustee (resigned 19 February 2025) |
| Susan Regan | Trustee and Project Manager |

Independent Examiner

Joanne Bellew ACA
One Point Accounting Ltd
Kestrel Court
Harbour Road
Portishead
Bristol BS20 7AN

Bankers

HSBC
62 George Street
Bristol
BS1 3BA

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent, ME19 4JQ

Kingdom Bank
Media House
Padge Road
Beeston
Nottingham NG9 2RS

Report of the Trustees for the year ended 31 March 2025

Our aims and objectives

The Foodbank operates as a Charitable Incorporated Organisation.

Our objectives are the "relief of those in need by virtue of age, financial hardship, disability or ill health by the provision of practical support, especially but not exclusively in the form of food, information and advice to meet charitable need, especially but not exclusively in the areas of North Somerset and the Bristol city region". We cover Clevedon, Nailsea, Portishead, Yatton and the surrounding towns and villages in North Somerset; but not Weston-Super-Mare which has its own Trussell Trust Foodbank.

Recruitment of Trustees: Trustees are in general recruited from amongst our team of volunteers for their commitment to the Foodbank and the particular skills and local knowledge they can contribute to the Trustees' deliberations.

Summary of our main activities and operations

We are part of a nationwide network of Foodbanks, supported by Trussell, working to combat poverty and hunger across the UK. It's our belief that "nobody should go hungry in our area". We are particularly grateful for ongoing support across the local community.

We continue to cover a wide area of North Somerset, operating from Clevedon with additional Foodbank distribution points in Nailsea, Portishead and Yatton. We work across the local community, in partnership with churches, businesses, schools and the voluntary sector agencies etc. We have the support of a network of 127 local referral agencies who issue vouchers to people in need that can be redeemed for food parcels. The 'Help through hardship' helpline developed jointly by the Trussell Trust and Citizens Advice during Lockdown, which now includes a financial triage conversation, continues to provide an effective way for people to receive help and advice on benefits, and a foodbank voucher if they need one.

In terms of public benefit, our main activities focus on the collection or purchase and storage of non-perishable food donations and their re-distribution in the form of food parcels to help local people in crisis; we also support low-income families with 'Lunchbags' outside term-time when their children miss free school meals; and we provide fresh and frozen foods when available.

We operate an emergency telephone helpline so we can respond at short notice when the need arises.

Report of the Trustees for the year ended 31 March 2025 (cont)

Our warehouse is in Clevedon. We have also rented additional space at Yeates Self Storage in Clevedon, to accommodate fluctuating levels of food donations. Portishead also has some storage space provided free by the Town Council.

We continued to operate opening hours in Clevedon on Monday and Friday mornings from our warehouse in Knowles Road.

The distribution points in Nailsea and Portishead continued to operate from their usual premises, opening on Fridays, with Nailsea able to run in parallel with a coffee morning in the church premises. The Yatton branch continued to be operated on Thursday mornings under the auspices of the Youth Club there. Our Eat Well Spend Less (EWSL) team ran another course for Andrew House, a final stage rehabilitation unit for people recovering from trauma, which was again enthusiastically received by the residents and praised by the staff who were able to see the benefits showing in the residents. A very successful half term EWSL course was held in Clevedon School over October half term for pupils and parents to encourage healthy and economical home cooking.

The Foodbank has the services of two Citizens Advice North Somerset (CANS) advisers, totalling between them two person days a week, providing debt, benefits and general financial advice. This pilot project, funded for two years by a grant from the Trussell Trust, is greatly helping our customers, providing a quick and easy access to help without a separate trip having to be made. The project will continue into the future, already funded from September 2025 to end August 2026, half by Trussell and half by a grant from the Quartet Community Foundation.

Report of the Trustees for the year ended 31 March 2025 (cont) **Structure, Governance and Management.**

Structure: The Trustees meet regularly, mostly in person but occasionally by Zoom; the agenda is circulated to Trustees and agreed beforehand. The minutes include an action list which is circulated to all Trustees. Copies of the minutes of these meetings are available in our central information folder at the office in our warehouse.

Our Treasurer circulates a financial statement on a monthly basis and provides quarterly accounts at the Trustees' meetings. The Project Manager provides quarterly reports on Health and Safety and Safeguarding. We aim to have each outlet (Clevedon, Nailsea, Portishead and Yatton) represented by a Trustee at Trustee meetings.

Reserves Policy: The Charity's reserves policy is intended to ensure the continuity of ongoing operations of the charity across multiple sites, to provide a source of funds to cover a temporary fall in income or increase in expenditure, and to allow the charity time to respond to a permanent fall in income or increase in expenditure.

The trustees have agreed to set a reserve of £160,000 for the coming year, based on a risk-based approach, maintaining a reserve based on:

- I. All outstanding contractual obligations (£37,000), plus
- II. one year's budgeted expenditure for general running expenses £45,000 (increased by 10% on previous costs)
- III. Direct costs - food and household £78,000 (increased by 10%- cost of produce, plus 10%, increase in clients, on previous 12 months costs).

The reserves at 31st March 2025 were as follows:

| | |
|------------------------|----------|
| Policy Reserves Level: | £160,000 |
| Actual balance held: | £202,039 |

Investment policy: the CIO is a small charity with limited funds, and while funds can be held for several years, we are unwilling to accept the risk of loss of funds that investment in stock markets could involve. Cash reserves are therefore held in current and deposit accounts.

During the year, the Trustees continued the regular revision of all policies and procedures to ensure effective working and compliance with all legal requirements and the Charity Commission's public benefit guidance.

Report of the Trustees for the year ended 31 March 2025 (cont)

Employee: Kelly Croxton continues as the Foodbank's Administrator. She is the Trust's only salaried employee. Her hours continue to be 33 per week. The Trustees and Volunteers receive no financial remuneration.

Volunteers: The number of volunteers across the four centres is now 100, including 11 Duke of Edinburgh Award students from 4 different schools working at the Clevedon warehouse, who achieved their bronze, silver and gold awards this year. The students undertake warehouse duties, lunch bag packing, supporting with supermarket donations and Christmas hamper preparations. Many of our students like to extend their volunteering after the award as they really enjoy the experience.

Volunteers are interviewed prior to being appointed and must provide references which are taken up and must be satisfactory. All volunteers undertake training and induction when they start and sign up to the Foodbank's policies. This includes the Volunteers Handbook, the policy on Vulnerable Adults, Children, Risk Assessments and Confidentiality. These policy documents are reviewed on an annual basis. Volunteers receive ongoing training on warehouse procedures, stock control and safety, on listening, signposting skills, and safeguarding.

DBS Checks: All Trustees, those who supervise children working for their Duke of Edinburgh Awards plus a number of other Volunteers have DBS certificates, currently 23 in total. Certificates are updated every 4 years.

Property: Under the terms of occupation our landlord is responsible for all repairs to Knowles Road warehouse, including mains services and central heating plus the building insurance.

Insurance: The Foodbank has separate insurance covering its operations including employers' and public liability cover.

Report of the Trustees for the year ended 31 March 2025 (cont)

Trussell Trust: As a Trussell Foodbank, we are part of a network of over 400 Foodbanks across the country providing support and emergency food to people in crisis. We work closely with Trussell. We also liaise with adjoining local Foodbanks in Weston and North West Bristol.

Trussell provides advice on all operational matters and undertakes an annual Quality Assurance audit of the Foodbank's activities, covering finance, governance, stock taking, day to day operations and management.

Finance

The Foodbank has seen financial donations (mainly from regular giving by individuals, but also from commercial firms' donations and other grants) continue at a good level.

The net deficit for the year was £9,662 (year ended 31 March 2024 £14,782). Total income for the period (April 24/Mar 25) was £132,591 compared with £143,983 in the previous period (April 23/Mar 24).

Expenditure was £142,253, compared to £158,765 in the previous year.

Our Account balances at 31 March 2025 comprised £197,676 of which £146,681 was on deposit in a savings account, compared with £210,794, including £148,024 in a savings account, at 31 March 2024.

The Financial Statement is attached at the end of the report along with the report from the Independent Examiner.

Report of the Trustees for the year ended 31 March 2025 (cont)

Activities related to our objectives

50,149 kg of food was donated to the Foodbank during the year; a further 21,663kg was purchased. 67,720 kg was given out. 2,118 food and lunch bag vouchers were redeemed at the Foodbank's distribution centres over the year, equating to 3,329 adults and 2,917 children, in total 6,246 people fed. We also provided 650 hampers to people in need at Christmas.

Local supermarket partners: We are particularly grateful for the continued weekly support we receive from customers in Tesco in Clevedon, Sainsbury's in Portishead, Waitrose in Nailsea, and the Coop in Yatton. Asda and Sainsbury's and Tesco have also allowed us to make purchases of food as necessary to keep up with outgoings.

Publicity: We successfully operate a website and Facebook page to reach the wider community; we also circulated newsletters during the year promoting and reporting on our activities.

Network: We maintain links with the local crisis centre that supports people in recovery from alcohol and substance abuse, Citizens Advice, Christians Against Poverty and local child centres. We also continue to work with the Fuelbank charity to provide vouchers for heating costs for those on pre-payment meters who are in need.

Rotarians and Lions: We are very grateful for the continued financial and practical support from the Rotarians in Nailsea, Clevedon and Portishead. Yeo Valley Lions have given invaluable support to the Yatton outlet. Portishead Lions have also faithfully supported Portishead branch every month for many years by supplying supermarket vouchers to give out to those in need.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

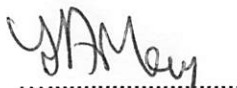
- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the CIO's transactions and disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on ~~19th November 2025~~ and is signed on behalf of all trustees by:



Alison Kember
Chair



Yvonne May
Treasurer

Independent examiner's report to the trustees of Clevedon & District Foodbank CIO

I report on the financial statements of the charity for the year ended 31 March 2025, which are set out on pages 13 to 16.

Respective responsibilities of trustees and examiner

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

The trustees consider that an audit is not required for this year under s. 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of independent examiner's report

My examination was carried out in accordance with the Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and explanations sought from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and that the report is limited to those matters set out in the statement below.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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

Signed 

Joanne Bellew ACA

Date 19 November 2025

Clevedon and District Food Bank CIO

Statement of Financial Activities

For the year ended 31 March 2025

| | Note | 2025 Unrestricted £ | 2025 Restricted £ | 2025 Total £ | 2024 Total £ |
|--|------|---------------------------|-------------------------|--------------------|--------------------|
| Income | | | | | |
| Donations and legacies | | 113,937 | | 113,937 | 126,684 |
| Interest on bank deposits | | 3,683 | | 3,683 | 2,256 |
| Grant funding | | | 14,971 | 14,971 | 15,043 |
| Total income | | 117,620 | 14,971 | 132,591 | 143,983 |
| Expenditure | | | | | |
| <i>Direct costs</i> | | | | | |
| Food and vouchers | | 57,210 | | 57,210 | 74,813 |
| Wages and salaries | | 24,710 | | 24,710 | 21,828 |
| Foodbank equipment | | 3,821 | | 3,821 | 5,270 |
| Van hire | | 460 | | 460 | 635 |
| <i>Support costs</i> | | | | | |
| Rent, rates and storage | | 36,171 | | 36,171 | 35,391 |
| Insurance | | 918 | | 918 | 398 |
| Telephone | | 1,006 | | 1,006 | 1,579 |
| Light and heat | | 1,234 | | 1,234 | 831 |
| Office and other costs | | 4,331 | | 4,331 | 5,955 |
| Bank and other financial charges | | 639 | | 639 | 570 |
| Professional fees | | 14 | 11,739 | 11,753 | 1,496 |
| Total expenditure | | 130,514 | 11,739 | 142,253 | 158,765 |
| (Excess expenditure) / surplus for the year | | (12,894) | 3,232 | (9,662) | (14,782) |
| Total funds brought forward | | 208,154 | 3,547 | 211,701 | 226,484 |
| Total funds carried forward | | 195,260 | 6,779 | 202,039 | 211,701 |

Clevedon and District Food Bank CIO

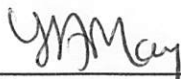
Balance Sheet as at 31 March 2025

| | 2025 Unrestricted £ | 2025 Restricted £ | 2025 Total £ | 2024 Total £ |
|--|---------------------------|-------------------------|--------------------|--------------------|
| Cash funds | | | | |
| Kingdom Bank Reserve Account | 83,992 | - | 83,992 | 86,814 |
| CAF - Current account | 13,980 | 6,779 | 20,759 | 1,690 |
| CAF - Deposit account | 62,689 | - | 62,689 | 61,210 |
| HSBC Current account | 28,242 | - | 28,242 | 59,914 |
| Cash floats and vouchers | 1,994 | - | 1,994 | 1,166 |
| Total cash funds | <u>190,897</u> | <u>6,779</u> | <u>197,676</u> | <u>210,794</u> |
| Debtors | 5,226 | - | 5,226 | 1,800 |
| Liabilities | | | | |
| Creditors: amounts falling due within one year | <u>(863)</u> | <u>-</u> | <u>(863)</u> | <u>(893)</u> |
| Net assets | <u>195,260</u> | <u>6,779</u> | <u>202,039</u> | <u>211,701</u> |
| Funds | | | | |
| Unrestricted funds | | | | |
| Opening balance | 208,154 | 3,547 | 211,701 | 226,484 |
| (Deficit)/surplus for year | <u>(12,894)</u> | <u>3,232</u> | <u>(9,662)</u> | <u>(14,782)</u> |
| Closing balance | <u>195,260</u> | <u>6,779</u> | <u>202,039</u> | <u>211,701</u> |

The accounts were approved by trustees on 19/4/2025. Signed on behalf of all trustees.



Alison Kember
Chair



Yvonne May
Treasurer

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2025

1 Accounting Policies

The principal accounting policies adopted, judgements and keys sources of estimation or uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011

The charity constitutes a public benefit entity as defined by FRS 102.*

1.2 Going concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment and have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

1.3 Income

Recognition of income

These are included in the Statement of Financial Activities

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

The value of any donated goods is not included in the accounts but is described in the trustees' annual report.

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2025

1 Accounting Policies (continued)

1.4 EXPENDITURE AND LIABILITIES

| | |
|--|--|
| Support costs | The charity has incurred expenditure on support costs. |
| Volunteer help | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report. |
| Income from interest, royalties and dividends | This is included in the accounts when receipt is probable and the amount receivable can be measured reliably. |
| Liability recognition | Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. |
| Deferred income | No material item of deferred income has been included in the accounts. |
| Creditors | The charity has creditors which are measured at settlement amounts less any trade discounts. |
| Provisions for liabilities | A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. |

2. Transactions with Trustees

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity or any related entity.

The following payments were made to Trustees in office during the year, being reimbursement for purchases of food and equipment for the foodbank

| | 2025 | 2024 |
|----------------|---------------------|---------------------|
| | £ | £ |
| Alison Kember | 83 | 4 |
| Sue Burns | 539 | 845 |
| Martin Buckley | 920 | 6,913 |
| Pat Gordon | - | 242 |
| Sue Regan | 41 | 223 |
| Yvonne May | 172 | 186 |
| | <u>1,755</u> | <u>8,413</u> |

CLEVEDON AND DISTRICT FOODBANK CIO

England & Wales - Charity number 1163153

Accounts

Clevedon and District Food Bank CIO

Annual accounts for the year ended
31 March 2024

A Charitable Incorporated Organisation
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Clevedon and District Food Bank CIO

Financial Statements for the year ended 31 March 2024

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Registered charity no 1163153

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Reference and Administrative Information

Charity name: Clevedon and District Food Bank CIO

Charity registration number: Registered charity no 1163153

Correspondence address Unit 3, Speedwell Industrial Estate,
Knowles Road
Clevedon
Bristol
BS21 7XS

Trustees

| | |
|----------------|---|
| Alison Kember | Chair |
| Yvonne May | Treasurer (appointed 24 th May 2023) |
| Martin Buckley | Trustee |
| Susan Burns | Trustee |
| Gilyan Mears | Trustee |
| Susan Regan | Trustee |
| Julie Willey | Trustee (resigned 21 February 2024) |

Independent Examiner

Joanne Bellew ACA
One Point Accounting Ltd
Kestrel Court
Harbour Road
Portishead
Bristol BS20 7AN

Bankers

HSBC
62 George Street
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25 Kings Hill Avenue
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We continue to cover a wide area of North Somerset, operating from Clevedon with additional Foodbank distribution points in Nailsea, Portishead and Yatton. We work across the local community, in partnership with churches, businesses, schools and the voluntary sector agencies etc. We have the support of a network of 127 local referral agencies who issue vouchers to people in need that can be redeemed for food parcels. The 'Help through hardship' helpline developed jointly by the Trussell Trust and Citizens Advice during Lockdown, which now includes a financial triage conversation, continues to provide an effective way for people to receive help and advice on benefits, and a foodbank voucher if they need one.

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As from September 2023, the Foodbank has the services of two Citizens Advice North Somerset (CANS) advisers, totalling between them two days a week, providing debt, benefits and general financial advice. This service, funded for two years by a grant from the Trussell Trust, is greatly helping our customers, providing a quick and easy access to help without a separate trip having to be made.

Report of the Trustees for the year ended 31 March 2024 (cont) **Structure, Governance and Management.**

Structure: The Trustees meet regularly, mostly in person but occasionally by Zoom; the agenda is circulated to Trustees and agreed beforehand. The minutes include an action list which is circulated to all Trustees. Copies of the minutes of these meetings are available in our central information folder at the office in our warehouse.

Our Treasurer circulates a financial statement on a monthly basis and provides quarterly accounts at the Trustees' meetings. The Project Manager provides quarterly reports on Health and Safety and Safeguarding. Each outlet (Clevedon, Nailsea, Portishead and Yatton) is represented by a Trustee at Trustee meetings. Following the sad loss of Pat Gordon, Trustee for Portishead, a suitable new trustee is being sought.

Reserves Policy: The Charity's newly-created reserves policy is intended to ensure the continuity of ongoing operations of the charity across multiple sites, to provide a source of funds to cover a temporary fall in income or increase in expenditure, and to allow the charity time to respond to a permanent fall in income or increase in expenditure.

The trustees have agreed to set a reserve of £190,000 for the coming year, based on a risk-based approach, maintaining a reserve based on:

- I. All outstanding contractual obligations (= £75,000), plus
- II. one year's budgeted expenditure for other purposes (running costs for 2022/23 plus 10% increase for inflation = £115,000).

The reserves at 31st March 2024 were as follows:

| | |
|------------------------|-----------|
| Policy Reserves Level: | £190,000 |
| Actual balance held: | £211,701. |

Investment policy: the CIO is a small charity with limited funds, and while funds can be held for several years, we are unwilling to accept the risk of loss of funds that investment in stock markets would involve. Cash reserves are therefore held in current and deposit accounts. The trustees have opened a CAF Bank deposit account to allow funds to be protected under the Financial protection rules.

During the year, following Trussell Trust advice to all its Foodbanks, the trustees undertook the revision of all our policies and procedures to ensure effective working and compliance with all legal requirements and the Charity Commission's public benefit guidance.

Employee: Kelly Croxton continues as the Foodbank's Administrator. She is the Trust's only salaried employee. Her hours continue to be 33 per week to allow her to take on more of the financial inputting. The Trustees and Volunteers receive no financial remuneration.

Report of the Trustees for the year ended 31 March 2024 (cont)

Volunteers: The number of volunteers across the four centres is now 100, including 12 Duke of Edinburgh Award students in Clevedon who achieved their awards this year, bronze, silver and gold, undertaking warehouse duties, lunch bag and recipe bag packing and Christmas hamper preparations. Many of our students like to extend their volunteering after the award as they really enjoy the experience.

Volunteers are interviewed prior to being appointed and must provide references, which are taken up and must be satisfactory. All volunteers undertake training and induction when they start and sign up to the Foodbank's policies. This includes the Volunteers Handbook, the policy on Vulnerable Adults, Children, Risk Assessments and Confidentiality. These policy documents are reviewed on an annual basis. Volunteers receive ongoing training on warehouse procedures, stock control and safety, on listening, signposting skills, and safeguarding.

All Trustees, those who supervise children working for their Duke of Edinburgh Awards plus a number of other Volunteers have DBS certificates, currently 23 in total. Certificates are updated every 4 years.

Property: Under the terms of occupation our landlord is responsible for all repairs to Knowles Road warehouse, including mains services and central heating plus the building insurance.

The Foodbank has separate insurance covering its operations including employers' and public liability cover.

Report of the Trustees for the year ended 31 March 2024 (cont)

Trussell Trust: The Trust has established a network of over 400 Foodbanks across the country providing support and emergency food to people in crisis. We work closely with the Trust. We also liaise with adjoining local Foodbanks in Weston and North West Bristol.

The Trust provides advice on all operational matters and undertakes an annual Quality Assurance audit of the Foodbank's activities, covering finance, governance, stock taking, day to day operations and management.

Finance

The Foodbank has seen financial donations (mainly from regular giving by individuals, but also from commercial firms' donations and other grants) continue at a good level. The introduction of a new accounting software package has enabled the Finance Team to cope with a continued increase in both administrative and financial work and to provide improved information and reports to the Trustees.

The net deficit for the year was £14,783 (year ended 31 March 2023 - surplus £44,010). Total income for the period (April 23/Mar 24) was £143,983 compared with £162,433 in the previous period (April 22/Mar 23).

Expenditure was £158,766, compared to £118,423 in the previous year.

Our Account balances at 31 March 2024 comprised £210,794 of which £148,024 was on deposit in a savings account, compared with £224,893, including £84,770 in a savings account, at 31 March 2023.

The Financial Statement is attached at the end of the report along with the report from the Independent Examiner.

Report of the Trustees for the year ended 31 March 2024 (cont)

Activities related to our objectives

46,211kg of food was donated to the Foodbank during the year; a further 15,932kg was purchased. 70,797 kg was given out. 2,279 food and lunch bag vouchers were redeemed at the Foodbank's distribution centres over the year, equating to 3,661 adults and 2,882 children, in total 6,543 people fed. We also provided 650 hampers to people in need at Christmas.

Local supermarket partners: We are particularly grateful for the continued weekly support we receive from customers in Tesco in Clevedon, Sainsbury's in Portishead, Waitrose in Nailsea, and the Coop in Yatton. Asda and Sainsbury's have also allowed us to make purchases of food as necessary to keep up with outgoings.

Publicity: We successfully operate a website and Facebook page to reach the wider community; we also circulated newsletters during the year promoting and reporting on our activities.

We maintain links with the local crisis centre that supports people in recovery from alcohol and substance abuse, Citizens Advice, Christians Against Poverty and local child centres. We also continue to work with the Fuelbank charity to provide vouchers for heating costs for those on pre-payment meters who are in need.

Rotarians and Lions: We are very grateful for the continued financial and practical support from the Rotarians in Nailsea, Clevedon and Portishead. Yeo Valley Lions have given invaluable support in transport and to the Yatton branch. Portishead Lions have also faithfully supported Portishead branch every month for many years by supplying supermarket vouchers to give out to those in need.

Statement of Trustees' Responsibilities


The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

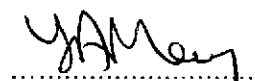
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the CIO's transactions and disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 8th January 2023 and is signed on behalf of all trustees by:


.....
Alison Kember
Chair


.....
Yvonne May
Treasurer

Independent examiner's report to the trustees of Clevedon & District Foodbank C

I report on the financial statements of the charity for the year ended 31 March 2024, which are set out on pages 13 to 16.

Respective responsibilities of trustees and examiner

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

The trustees consider that an audit is not required for this year under s. 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of independent examiner's report

My examination was carried out in accordance with the Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and explanations sought from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and that the report is limited to those matters set out in the statement below.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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

Signed 

Joanne Bellew ACA

Date 

Clevedon and District Food Bank CIO

Statement of Financial Activities

For the year ended 31 March 2024

| | 2024 | 2024 | 2024 | 2023 |
|--|-----------------|---------------|-----------------|----------------|
| | Unrestricted | Restricted | Total | Total |
| Note | £ | £ | £ | £ |
| Income | | | | |
| Donations and legacies | 126 684 | | 126 684 | 146 166 |
| Interest on bank deposits | 2 256 | - | 2 256 | 556 |
| Grant funding | | 15 043 | 15 043 | 15 711 |
| | | | | |
| Total income | 128 940 | 15 043 | 143 983 | 162 433 |
| Expenditure | | | | |
| <i>Direct costs</i> | | | | |
| Food and vouchers | 74 813 | | 74 813 | 63 971 |
| Wages and salaries | 21 828 | - | 21 828 | 11 331 |
| Foodbank equipment | 5 270 | - | 5 270 | 3 010 |
| Van hire | 635 | - | 635 | 1 705 |
| <i>Support costs</i> | | | | |
| Rent, rates and storage | 35 391 | - | 35 391 | 28 808 |
| Insurance | 398 | - | 398 | 335 |
| Telephone | 1 579 | - | 1 579 | 1 912 |
| Light and heat | 831 | - | 831 | 1 533 |
| Office and other costs | 5 955 | - | 5 955 | 5 568 |
| Bank and other financial charges | 570 | - | 570 | 160 |
| Professional fees | | 11 496 | 11 496 | 91 |
| | | | | |
| Total expenditure | 147 269 | 11 496 | 158 765 | 118 423 |
| (Excess expenditure) / surplus for the year | (18 329) | 3 547 | (14 782) | 44 010 |
| | | | | |
| Total funds brought forward | 226 484 | - | 226 484 | 182 474 |
| | | | | |
| Total funds carried forward | 208 154 | 3 547 | 211 701 | 226 484 |

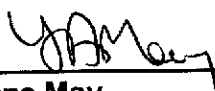
Clevedon and District Food Bank CIO

Balance Sheet as at 31 March 2024

| | 2024 Unrestricted £ | 2024 Restricted £ | 2024 Total £ | 2023 Total £ |
|--|---------------------------|-------------------------|--------------------|--------------------|
| Cash funds | | | | |
| Kingdom Bank Reserve Account | 86,814 | - | 86,814 | 84,770 |
| CAF - Current account | 1,690 | - | 1,690 | - |
| CAF - Deposit account | 61,210 | - | 61,210 | - |
| HSBC Current account | 56,367 | 3,547 | 59,914 | 137,610 |
| Cash floats and vouchers | 1,166 | - | 1,166 | 2,513 |
| Total cash funds | 207,247 | 3,547 | 210,794 | 224,893 |
| | | | | |
| Debtors | 1,800 | - | 1,800 | 1,800 |
| Liabilities | | | | |
| Creditors: amounts falling due within one year | (893) | - | (893) | (209) |
| Net assets | 208,154 | 3,547 | 211,701 | 226,484 |
| Funds | | | | |
| Unrestricted funds | | | | |
| Opening balance | 226,484 | - | 226,484 | 182,474 |
| (Deficit)/surplus for year | (18,329) | 3,547 | (14,782) | 44,010 |
| Closing balance | 208,154 | 3,547 | 211,701 | 226,484 |

The accounts were approved by trustees on 8/1/2025. Signed on behalf of all trustees.


 Alison Kember
 Chair


 Yvonne May
 Treasurer

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2024

1 Accounting Policies

The principal accounting policies adopted, judgements and keys sources of estimation or uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011

The charity constitutes a public benefit entity as defined by FRS 102.*

1.2 Going concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment and have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

1.3 Income

Recognition of income

These are included in the Statement of Financial Activities

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

The value of any donated goods is not included in the accounts but is described in the trustees' annual report.

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2024

1 Accounting Policies (continued)

1.4 EXPENDITURE AND LIABILITIES

| | |
|--|--|
| Support costs | The charity has incurred expenditure on support costs. |
| Volunteer help | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report. |
| Income from interest, royalties and dividends | This is included in the accounts when receipt is probable and the amount receivable can be measured reliably. |
| Liability recognition | Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. |
| Deferred income | No material item of deferred income has been included in the accounts. |
| Creditors | The charity has creditors which are measured at settlement amounts less any trade discounts. |
| Provisions for liabilities | A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. |

2. Transactions with Trustees

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity or any related entity.

The following payments were made to Trustees in office during the year, being reimbursement for purchases of food and equipment for the foodbank

| | 2024 | 2023 |
|--------------------|--------------|--------------|
| | £ | £ |
| Alison Kember | 4 | 71 |
| Sue Burns | 845 | - |
| Martin Buckley | 6 913 | 755 |
| Pat Gordon | 242 | 512 |
| Sue Regan | 223 | 417 |
| Yvonne May | 186 | - |
| Julie Willey | - | 325 |
| Lucinda Holdsworth | - | 1 800 |
| | 8 413 | 3 880 |

CLEVEDON AND DISTRICT FOODBANK CIO

England & Wales - Charity number 1163153

Accounts

Clevedon and District Food Bank CIO

Annual accounts for the year ended
31 March 2023

A Charitable Incorporated Organisation

Registered charity no 1163153

Clevedon and District Food Bank CIO

Financial Statements for the year ended 31 March 2023

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| Independent Examiner's Report | 11 |
| Statement of Financial Activities | 13 |
| Balance Sheet | 14 |
| Notes to the Financial Statements | 15 |

Registered charity no 1163153

Report of the Trustees for the year ended 31 March 2023

The Trustees present their report and financial statements for the year ended 31 March 2023 covering the period April 2022 to March 2023.

Reference and Administrative Information

Charity name: Clevedon and District Food Bank CIO

Charity registration number: Registered charity no 1163153

Correspondence address Unit 3, Speedwell Industrial Estate,
Knowles Road
Clevedon
Bristol
BS21 7XS

Trustees

| | |
|--------------------|--|
| Alison Kember | Chair |
| Yvonne May | Treasurer (appointed 24 th May 23) |
| Martin Buckley | Trustee (appointed 1 st October 22) |
| Susan Burns | Trustee (appointed 23 rd February 23) |
| Pat Gordon | Trustee |
| Lucinda Holdsworth | Trustee (resigned 31 st August 22) |
| Gilyan Mears | Trustee |
| Susan Regan | Trustee |
| Julie Willey | |

Independent Examiner Joanne Bellew ACA
One Point Accounting Limited
Kestrel Court
Harbour Road
Portishead
Bristol BS20 7AN

Bankers **HSBC**
62 George Street
Bristol
BS1 3BA

Kingdom Bank
Media House
Padge Road
Beeston
Nottingham NG9 2RS

Report of the Trustees for the year ended 31 March 2023

Our aims and objectives

The Foodbank operates as a Charitable Incorporated Organisation.

Our objectives are the "relief of those in need by virtue of age, financial hardship, disability or ill health by the provision of practical support, especially but not exclusively in the form of food, information and advice to meet charitable need, especially but not exclusively in the areas of North Somerset and the Bristol city region". We cover Clevedon, Nailsea, Portishead, Yatton and the surrounding towns and villages in North Somerset; but not Weston-Super-Mare which has its own Trussell Trust Foodbank.

Recruitment of Trustees: Trustees are in general recruited from amongst our team of volunteers for their commitment to the Foodbank and the particular skills and local knowledge they can contribute to the Trustees' deliberations.

Summary of our main activities and operations

We are part of a nationwide network of Foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK. It's our belief that "nobody should go hungry in our area". We are particularly grateful for ongoing support across the local community.

We continue to cover a wide area of North Somerset, operating from Clevedon with additional Foodbank distribution points in Nailsea, Portishead and Yatton. We work across the local community, in partnership with churches, businesses, schools and the voluntary sector agencies etc. We have the support of a network of 127 local referral agencies who issue vouchers to people in need that can be redeemed for food parcels. The 'Help through hardship' helpline developed jointly by the Trussell Trust and Citizens Advice during Lockdown continues to provide an effective way for people to receive help and advice on benefits, and a foodbank voucher if they need one.

In terms of public benefit, our main activities focus on the collection or purchase and storage of non-perishable food donations and their re-distribution in the form of food parcels to help local people in crisis; we also support low-income families with 'Lunchbags' outside term-time when their children miss free school meals; and we provide fresh and frozen foods when available.

We operate an emergency telephone helpline so we can respond at short notice when the need arises.

Report of the Trustees for the year ended 31 March 2023 (cont)

Our warehouse is in Clevedon. We have also rented additional space at Yeates Self Storage in Clevedon, to accommodate fluctuating levels of food donations. Portishead also has some storage space provided free by the Town Council.

We continued to operate opening hours in Clevedon on Monday and Friday mornings from our warehouse in Knowles Road, but we found the space increasingly confined and frustrating since we could not admit customers to the building and had to pursue conversations and signposting help in the open air, often with other customers within earshot. In February the unit two doors along from our existing warehouse unexpectedly became vacant. Since this unit is more than twice the size of the old one, we took the opportunity and were able to move in at the beginning of March.

The distribution points in Nailsea and Portishead continued to operate from their usual premises, opening on Fridays, with Nailsea able to run in parallel with a coffee morning in the church premises. The Yatton branch continued to be operated on Thursday mornings under the auspices of the Youth Club there. Our Eat Well Spend Less team ran a course for Andrew House, a final stage rehabilitation unit for recovering drink and drugs users, which was enthusiastically received by the residents and praised by the staff who were able to see the benefits showing in the residents. Discussions were held with staff from North Somerset Council's Family Support team with a view to a course to run in September 2023.

During the year, the trustees were in discussion with Citizens Advice North Somerset (CANS) to employ a CANS adviser to work for the Foodbank two days a week, providing debt, benefits and general financial advice. This service is planned to begin in September 2023, and we anticipate it will greatly help our customers, providing a quick and easy access to help without a separate trip having to be made.

Report of the Trustees for the year ended 31 March 2023 (cont)

Structure, Governance and Management.

Structure: The Trustees meet regularly, mostly in person but occasionally by Zoom; the agenda is circulated to Trustees and agreed beforehand. The minutes include an action list which is circulated to all Trustees. Copies of the minutes of these meetings are available in our central information folder at the office in our warehouse.

Our Treasurer circulates a financial statement on a monthly basis and provides quarterly accounts at the Trustees' meetings. The Project Manager provides quarterly reports on Health and Safety and Safeguarding. Each outlet (Clevedon, Nailsea, Portishead and Yatton) is represented by a Trustee at Trustee meetings.

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- II. one year's budgeted expenditure for other purposes (running costs for 2022/23 plus 10% increase for inflation = £115,000).

The reserves at 31st March 2023 were as follows:

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|------------------------|-----------|
| Policy Reserves Level: | £190,000 |
| Actual balance held: | £224,893. |

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During the year, following Trussell Trust advice to all its Foodbanks, the trustees undertook the revision of all our policies and procedures to ensure effective working and compliance with all legal requirements and the Charity Commission's public benefit guidance.

Employee: Kelly Croxton continues as the Foodbank's Administrator. She is the Trust's only salaried employee. Her hours have been extended to 33 per week to allow her to take on more of the financial inputting. The Trustees and Volunteers receive no financial remuneration.

Report of the Trustees for the year ended 31 March 2023 (cont)

Volunteers: The number of volunteers across the four centres is now 100, including 15 Duke of Edinburgh Award students in Clevedon who undertook warehouse duties, lunch bag and recipe bag packing and Christmas hamper preparations. A total of 9 students completed their award during the year and we have a further 6 students who are part way through; due to increased need for lunch bags, the team undertook extra sessions at each holiday break.

Volunteers are interviewed prior to being appointed and must provide references. All volunteers undertake training and induction when they start and sign up to the Foodbank's policies. This includes the Volunteers Handbook, the policy on Vulnerable Adults, Children, Risk Assessments and Confidentiality. These policy documents are reviewed on an annual basis. Volunteers receive ongoing training on warehouse procedures, stock control and safety, on listening, signposting skills, and safeguarding.

All Trustees, those who supervise children working for their Duke of Edinburgh Awards plus a number of other Volunteers have DBS certificates, currently 23 in total. Certificates are updated every 4 years.

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Report of the Trustees for the year ended 31 March 2023 (cont)

Trussell Trust: The Trust has established a network of over 400 Foodbanks across the country providing support and emergency food to people in crisis. We work closely with the Trust. We also liaise with adjoining local Foodbanks in Weston and North West Bristol.

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Finance

The Foodbank has seen financial donations (mainly from regular giving by individuals, but also from commercial firms' donations and other grants) continue at a good level. The introduction of a new accounting software package has enabled the Finance Team to cope with a continued increase in both administrative and financial work and to provide improved information and reports to the Trustees.

Total income for the period (April 22/Mar 23) was £162,433 compared with £110,506 in the previous period (April 21/Mar 22).

Expenditure was £118,423, compared to £62,306 in the previous period.

Our Account balances at the end of March 2023 comprised £224,893 of which £84,770 was on deposit in a savings account, compared with £182,474, including £84,213 in a savings account, at the end of March 2022.

The Financial Statement is attached at the end of the report along with the report from the Independent Examiner.

Report of the Trustees for the year ended 31 March 2023 (cont)

Activities related to our objectives

61,117kg of food was donated to the Foodbank during the year; a further 16,019kg was purchased. 73,483 kg was given out. 2752 food and lunch bag vouchers were redeemed at the Foodbank's distribution centres over the year, equating to 4449 adults and 3254 children, in total 7703 people fed. We also provided 590 hampers to people in need at Christmas.

Local supermarket partners: We are particularly grateful for the continued weekly support we receive from customers in Tesco in Clevedon, Sainsbury's in Portishead, Waitrose in Nailsea, and the Coop in Yatton. Asda and Sainsbury's have also allowed us to make purchases of food as necessary to keep up with outgoings.

Publicity: We successfully operate a website and Facebook page to reach the wider community; we also circulated newsletters during the year promoting and reporting on our activities.

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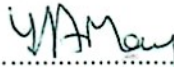
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This report was approved by the board of trustees on
8th December 2023 and is signed on behalf of all trustees by:



Alison Kember
Chair



Yvonne May
Treasurer

Independent examiner's report to the trustees of Clevedon & District Foodbank C

I report on the financial statements of the charity for the year ended 31 March 2023, which are set out on pages 13 to 16.

Respective responsibilities of trustees and examiner

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

The trustees consider that an audit is not required for this year under s. 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of independent examiner's report

My examination was carried out in accordance with the Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and explanations sought from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and that the report is limited to those matters set out in the statement below.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

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

Signed 

Joanne Bellew ACA

Date 4 December 2023.

Clevedon and District Food Bank CIO

Statement of Financial Activities

For the year ended 31 March 2023

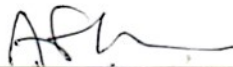
| | 2023 | 2023 | 2023 | 2022 |
|------------------------------------|----------------|---------------|----------------|----------------|
| | Unrestricted | Restricted | Total | Total |
| Note | £ | £ | £ | £ |
| Income | | | | |
| Donations and legacies | 146,166 | - | 146,166 | 110,292 |
| Interest on bank deposits | 556 | - | 556 | 214 |
| Grant funding | - | 15,711 | 15,711 | - |
| | | | | |
| Total income | 146,722 | 15,711 | 162,433 | 110,506 |
| Expenditure | | | | |
| <i>Direct costs</i> | | | | |
| Food and vouchers | 48,260 | 15,711 | 63,971 | 19,682 |
| Wages and salaries | 11,331 | - | 11,331 | 8,892 |
| Foodbank equipment | 3,010 | - | 3,010 | 2,581 |
| Van hire | 1,705 | - | 1,705 | - |
| <i>Support costs</i> | | | | |
| Rent, rates and storage | 28,808 | - | 28,808 | 24,485 |
| Insurance | 335 | - | 335 | 350 |
| Telephone | 1,912 | - | 1,912 | 1,661 |
| Light and heat | 1,533 | - | 1,533 | 1,202 |
| Office and other costs | 5,568 | - | 5,568 | 3,454 |
| Bank charges | 160 | - | 160 | - |
| Professional fees | 91 | - | 91 | - |
| | | | | |
| Total expenditure | 102,712 | 15,711 | 118,423 | 62,307 |
| Surplus for the year | 44,010 | - | 44,010 | 48,199 |
| | | | | |
| Total funds brought forward | 182,474 | - | 182,474 | 134,275 |
| Total funds carried forward | 226,484 | - | 226,484 | 182,474 |
| | | | | |

Clevedon and District Food Bank CIO

Balance Sheet as at 31 March 2023

| | 2023 Unrestricted £ | 2023 Total £ | 2022 Total £ |
|--|---------------------------|--------------------|--------------------|
| Cash funds | | | |
| Kingdom Bank Reserve Account | 84,770 | 84,770 | 84,214 |
| HSBC Current account | 137,610 | 137,610 | 98,260 |
| Cash floats and vouchers | 2,513 | 2,513 | - |
| Total cash funds | <u>224,893</u> | <u>224,893</u> | <u>182,474</u> |
| Debtors | 1,800 | 1,800 | - |
| Liabilities | | | |
| Creditors: amounts falling due within one year | - | - 209 | - |
| Net assets | <u>226,484</u> | <u>226,484</u> | <u>182,474</u> |
| Funds | | | |
| Unrestricted funds | | | |
| Opening balance | 182,474 | 182,474 | 134,275 |
| Surplus for year | 44,010 | 44,010 | 48,199 |
| Closing balance | <u>226,484</u> | <u>226,484</u> | <u>182,474</u> |

The accounts were approved by trustees on 8/12/2023. Signed on behalf of all trustees.



Alison Kember
Chair



Yvonne May
Treasurer

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2023

1 Accounting Policies

The principal accounting policies adopted, judgements and keys sources of estimation or uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011

The charity constitutes a public benefit entity as defined by FRS 102.*

1.2 Going concern

The financial statements have been prepared on a going concern basis. The Trustees have reviewed and considered relevant information, including the annual budget and future cash flows in making their assessment and have concluded that they can continue to adopt the going concern basis in preparing the annual report and accounts.

1.3 Income

Recognition of income

These are included in the Statement of Financial Activities

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).

Legacies

Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Government grants

The charity has received government grants in the reporting period.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

The value of any donated goods is not included in the accounts but is described in the trustees' annual report.

Clevedon and District Food Bank CIO

Notes to the accounts

For the year ended 31 March 2023

1 Accounting Policies (continued)

1.4 EXPENDITURE AND LIABILITIES

| | |
|--|--|
| Support costs | The charity has incurred expenditure on support costs. |
| Volunteer help | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report. |
| Income from interest, royalties and dividends | This is included in the accounts when receipt is probable and the amount receivable can be measured reliably. |
| Liability recognition | Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. |
| Deferred income | No material item of deferred income has been included in the accounts. |
| Creditors | The charity has creditors which are measured at settlement amounts less any trade discounts. |
| Provisions for liabilities | A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. |

2. Transactions with Trustees

None of the Trustees have been paid any remuneration or received any other benefits from an employment with the charity or any related entity.

The following payments were made to Trustees in office during the year, being reimbursement for purchases of food and equipment for the foodbank

| | 2023 |
|--------------------|---------------------|
| | £ |
| Alison Kember | 71 |
| Julie Willey | 325 |
| Lucinda Holdsworth | 1,800 |
| Martin Buckley | 755 |
| Pat Gordon | 512 |
| Sue Regan | 417 |
| | <u>3,880</u> |

CLEVEDON AND DISTRICT FOODBANK CIO

England & Wales - Charity number 1163153

Accounts

Clevedon and District Foodbank CIO

This is the Trustees' Annual Report covering the period April 2021 to March 2022.

1. Charitable status and objectives

The Foodbank operates as a Charitable Incorporated Organisation, Charity Registration Number: 1163153. Our address is Unit 1 Neads Court Knowles Road Clevedon BS21 7XS.

Our objectives are the "relief of those in need by virtue of age, financial hardship, disability or ill health by the provision of practical support, especially but not exclusively in the form of food, information and advice to meet charitable need, especially but not exclusively in the areas of North Somerset and the Bristol city region".

2. Operational Area

We cover Clevedon, Nailsea, Portishead, Yatton and the surrounding towns and villages in North Somerset.

Our warehouse is located in Clevedon. We also rent additional space at Yeates Self Storage in Clevedon, to accommodate fluctuating levels of food donations. Portishead also has some storage space provided free by the Town Council.

3. Summary of our main activities and operations

We are part of a nationwide network of Foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK. It's our belief that "nobody should go hungry in our area". We are particularly grateful for ongoing support across the local community.

We continue to cover a wide area of North Somerset, operating from Clevedon with additional Foodbank distribution points in Nailsea, Portishead and Yatton. We work across the local community, in partnership with churches, businesses, schools and the voluntary sector agencies etc. We have the potential support of a network of over 100 local referral agencies who issue vouchers to people in need that can be redeemed for food parcels, though many of these agencies have remained less active since the Covid epidemic. The 'Help through hardship' helpline developed jointly by the Trussell Trust and Citizens Advice during Lockdown has however provided an effective new way for people to receive help and advice on benefits, and a foodbank voucher if they need one. The wider acceptance of e-vouchers by agencies has also made referral to us easier for those agencies that remain active.

In terms of public benefit, our main activities focus on the collection and storage of non-perishable food donations and their re-distribution in the form of food parcels to help local people in crisis and to support low-income families with 'Lunchbags' outside term-time when their children miss free school meals. We also provide fresh and frozen foods when available.

We operate an emergency telephone helpline so we can respond at short notice when the need arises.

We continued to operate opening hours in Clevedon on Monday and Friday mornings from our warehouse in Knowles Road. The separate listening sessions at the local Salvation Army Hall and Kenn Road Methodist Church which had to be suspended due to Lockdown have not been resumed and we are looking for alternative ways of enabling confidential conversations and signposting with our customers.

The distribution points in Nailsea and Portishead continued to operate from their usual premises, opening on Fridays, with Nailsea able to run in parallel with a coffee morning in the church premises. The Yatton branch continued to be operated on Thursday mornings under the auspices of the Youth Club there. Our Eat Well Spend Less team were able to run a successful course for the YMCA and made preparations to expand into Nailsea when possible.

4. Bank

HSBC; HSBC 40 High Street Portishead BS20 6EN.

5. Independent Examiner

Our accounts are examined each year. Our examiner M W Forbes ACIB, ACCA confirms that:-

"I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material aspect:

1. Accounting records were not kept as required by Section 130 of the Act or
2. The accounts do not accord with those records.

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

A copy of the Examiner's report is included with the Audited Financial Statement at the end of this report.

6. Trustees, Structure, Governance and Management.

Trustees: Sue Regan [Chair], Pat Gordon, Lucinda Holdsworth, Alison Kember, Gil Mears and Julie Willey [Treasurer].

Structure: With restrictions relaxed, the Trustees were able to meet regularly; the agenda was circulated to Trustees and agreed beforehand. The minutes include an action list which is circulated to all Trustees.

Copies of the minutes of these meetings are available in our central information folder at the office in our warehouse.

Our Treasurer circulates a financial statement on a monthly basis and provides quarterly accounts at the Trustees' meetings.

Management Team Meetings with the Team Leaders who run the Foodbanks in Nailsea and Portishead were also held in person.

Part Time employee: Kelly Croxton continues as the Foodbank's Administrator. She is the Trust's only salaried employee. Her hours continue at 18 per week. The Trustees and Volunteers receive no financial remuneration.

Volunteers: many volunteers had to self-isolate or shield themselves during the Lockdown, so we ran on a reduced team. The number of volunteers across the four centres is now 100; including 8 Duke of Edinburgh Award students in Clevedon who undertook warehouse duties, lunch bag making, craft pack making at home, Christmas hamper preparations and Christmas gift wrapping.

Volunteers are interviewed prior to being appointed and must provide references. All volunteers undertake training and induction when they start and sign up to the Foodbank's policies. This includes the Volunteers Handbook, the policy on Vulnerable Adults, Children, Risk Assessments and Confidentiality. These policy documents are reviewed on an annual basis. Volunteers receive ongoing training on warehouse procedures, stock control and safety, on listening, signposting skills, and safeguarding.

All Trustees, those who supervise children working for their Duke of Edinburgh Awards plus a number of other Volunteers have DBS certificates, currently 23 in total. Certificates are updated every 4 years.

Property: Under the terms of occupation our landlord is responsible for all repairs to Knowles Road warehouse, including mains services and central heating plus the building insurance.

The Foodbank has separate insurance covering its operations including employers' and public liability cover.

Trussell Trust: The Trust has established a network of over 400 Foodbanks across the country providing support and emergency food to people in crisis. We work closely with the Trust. We also liaise with adjoining local Foodbanks in Weston and North West Bristol.

The Trust provides advice on all operational matters and undertakes an annual Quality Assurance audit of the Foodbank's activities, covering finance, governance, stock taking, day to day operations and management.

7. Finance

In common with many other Foodbanks, and indeed the Trussell Trust itself, the Foodbank has seen financial donations (mainly from individuals) and donations in kind level off after the surge the previous year. Concerned at the continued increase in both administrative and financial work, however, especially in the third quarter with the Christmas Hamper project, the Trustees recruited suitably skilled volunteers from January onwards to support the Administrator and the Treasurer, the latter with a view to introducing a new, more effective financial software package at the start of the following financial year.

Total income for the period (April 21/Mar 22) was £110,506 compared with £159,856 in the previous period (April 20/Mar 21). This year's income included a £20,000 grant from North Somerset Council from a central Government fund.

Expenditure was £62,306, compared to £96,455 in the previous period.

Our Account balance at the end of March 2022 is £98,260, plus £84,213 in a savings account, compared with £94,274, plus £40,000 in a savings account at the end of March 2021.

The Audited Financial Statement is attached at the end of the report along with the statement from the Examiner.

With increasing storage costs and an urgent need for new accommodation for the Portishead branch, the Trustees are aware that we will still need to keep a substantial reserve to provide for a possible three-year lease, for increased rentals overall, and to provide for purchasing stock to meet increased need amidst decreased donations and a worrying financial

forecast for the national economy. The reserves would also be required if the Foodbank had to relocate to alternative accommodation.

8. Activities related to our objectives

52,806kg of food was donated to the Foodbank during the year; a further 5,633kg was purchased. 63,769 kg was given out. 1764 food and lunch bag vouchers were redeemed at the Foodbank's distribution centres over the year, equating to 2749 adults and 2221 children, in total 4970 people fed. We also provided 520 hampers to people in need at Christmas.

Local supermarket partners: We are particularly grateful for the continued weekly support we receive from Tesco in Clevedon, Sainsbury's in Portishead, Waitrose in Nailsea, and the Coop in Yatton. Asda, Tesco and Sainsbury's have also allowed us to make purchases of food as necessary to keep up with outgoings.

Publicity: We successfully operate a website and Facebook page to reach the wider community; we also circulated newsletters during the year promoting and reporting on our activities.

We maintain links with local regional newspapers that feature our activities.

We maintain links with the local crisis centre that supports people in recovery from alcohol and substance abuse, Citizens Advice, Christians Against Poverty and local child centres.

Rotarians and Lions; We are very grateful for the continued financial support from the Rotarians in Nailsea, Clevedon and Portishead. Yeo Valley Lions have given invaluable support in transport and to the Yatton branch. Portishead Lions have also faithfully supported Portishead branch every month for many years by supplying supermarket vouchers to give out to those in need.

Trustees of Clevedon and District Foodbank CIO

Attachment The audited financial statement plus the Independent Examiner's report.

31st August, 2022.

CLEVEDON AND DISTRICT FOOD BANK CIO

INCOME & EXPENDITURE STATEMENT FINANCIAL YEAR April 2021 to March 2022

| Income | Donations | Bank Interest | Total | Expenditure | Admin | Utilities/Insurance | Phone | Stationery | Postage | Food Supplies | Refreshments | Special projects | Salaries & Wages | Equipment | Petty Cash | Kingdom Bank Transfers | Rental | Total |
|---------------|---------------------|-----------------|---------------------|--------------------|-------------------|---------------------|-------------------|-----------------|----------------|--------------------|-----------------|-------------------|-------------------|-------------------|-----------------|------------------------|--------------------|---------------------|
| April | £ 4,507.67 | £ 48.09 | £ 4,555.76 | April | £ 394.25 | £ 399.27 | £ 64.46 | £ - | £ - | £ - | £ 54.00 | £ 80.00 | £ 741.00 | £ 190.00 | £ - | £ - | £ 997.10 | £ 2,920.08 |
| May | £ 5,688.55 | £ - | £ 5,688.55 | May | £ 39.19 | £ - | £ 64.46 | £ 24.27 | £ - | £ - | £ - | £ 798.99 | £ 741.00 | £ 61.99 | £ - | £ - | £ 2,216.92 | £ 3,946.82 |
| June | £ 3,171.73 | £ - | £ 3,171.73 | June | £ 6.00 | £ 47.49 | £ 144.75 | £ 18.97 | £ - | £ - | £ - | £ 315.01 | £ 741.00 | £ - | £ 205.95 | £ - | £ 1,832.10 | £ 3,311.27 |
| July | £ 3,899.66 | £ - | £ 3,899.66 | July | £ 6.00 | £ 117.67 | £ 124.46 | £ 73.47 | £ - | £ 105.92 | £ 188.58 | £ 75.00 | £ 741.00 | £ - | £ - | £ - | £ 2,242.97 | £ 3,675.07 |
| August | £ 7,318.12 | £ - | £ 7,318.12 | August | £ 41.08 | £ 82.57 | £ 277.28 | £ - | £ - | £ 35.75 | £ 23.94 | £ 119.44 | £ 741.00 | £ 28.78 | £ - | £ 4,500.00 | £ 1,848.20 | £ 7,698.04 |
| September | £ 4,354.38 | £ - | £ 4,354.38 | September | £ 135.20 | £ 60.87 | £ 140.50 | £ 76.31 | £ - | £ - | £ 350.00 | £ 107.00 | £ 741.00 | £ - | £ - | £ 25,300.00 | £ 2,252.92 | £ 29,163.80 |
| October | £ 7,795.93 | £ - | £ 7,795.93 | October | £ 125.85 | £ 21.31 | £ 140.60 | £ - | £ - | £ 305.95 | £ - | £ 359.37 | £ 741.00 | £ 104.90 | £ - | £ 11,200.00 | £ 3,507.86 | £ 16,506.84 |
| November | £ 7,095.65 | £ - | £ 7,095.65 | November | £ 151.18 | £ - | £ 141.39 | £ 36.30 | £ 18.60 | £ 140.28 | £ - | £ 344.50 | £ 741.00 | £ 704.99 | £ - | £ 1,000.00 | £ 2,075.46 | £ 5,353.70 |
| December | £ 40,448.14 | £ 165.79 | £ 40,613.93 | December | £ 564.80 | £ 38.60 | £ 140.50 | £ 41.44 | £ - | £ 7,456.77 | £ - | £ 2,425.91 | £ 741.00 | £ - | £ - | £ 1,000.00 | £ 2,355.64 | £ 14,764.86 |
| January | £ 8,025.02 | £ - | £ 8,025.02 | January | £ 234.89 | £ 127.30 | £ 140.50 | £ 129.67 | £ 20.52 | £ 1,074.69 | £ - | £ 45.00 | £ 741.00 | £ 42.12 | £ - | £ - | £ 1,911.66 | £ 4,467.35 |
| February | £ 4,396.94 | £ - | £ 4,396.94 | February | £ 96.92 | £ 273.03 | £ 140.89 | £ 62.76 | £ - | £ 1,092.16 | £ 100.00 | £ 1,076.00 | £ 741.00 | £ 75.60 | £ - | £ - | £ 1,734.20 | £ 5,392.56 |
| March | £ 13,590.51 | £ - | £ 13,590.51 | March | £ 41.65 | £ 384.00 | £ 140.78 | £ 36.50 | £ 40.80 | £ 2,577.32 | £ 116.17 | £ 1,146.60 | £ 741.00 | £ 1,371.80 | £ - | £ 1,000.00 | £ 1,510.00 | £ 9,106.62 |
| Total | £ 110,292.30 | £ 213.88 | £ 110,506.18 | Total | £ 1,837.01 | £ 1,552.11 | £ 1,660.57 | £ 499.69 | £ 79.92 | £ 12,788.84 | £ 832.69 | £ 6,892.82 | £ 8,892.00 | £ 2,580.18 | £ 205.95 | £ 44,000.00 | £ 24,485.03 | £ 106,306.81 |

Excess Income over expenditure for year £ 48,199.37

| | | |
|---------|-------------|---------------------|
| Summary | Balance b/f | £ 134,274.65 |
| | Income | £ 110,506.18 |
| Less | Expenses | £ 62,306.81 |
| | Balance c/f | £ 182,474.02 |

| | | |
|---------------|--------------|---------------------|
| Bank balances | HSBC | £ 98,260.14 |
| | Kingdom Bank | £ 84,213.88 |
| | TOTAL | £ 182,474.02 |

CLEVEDON AND DISTRICT FOODBANK CIO
Income and Expenditure Statement as at 31st March 2022

Income

| | | | |
|-------------------------------|---|------------|---------------------|
| Donations | £ | 110,292.30 | |
| Bank Interest Received | £ | 213.88 | |
| TOTAL INCOME | | | £ 110,506.18 |

Expenditure

| | | | |
|-----------------------------|---|-----------|--------------------|
| Admin | £ | 1,837.01 | |
| Utilities/Insurance | £ | 1,552.11 | |
| Phones | £ | 1,660.57 | |
| Stationery | £ | 499.69 | |
| Postage | £ | 79.92 | |
| Food Supplies | £ | 12,788.84 | |
| Refreshments | £ | 832.69 | |
| Special Projects | £ | 6,892.82 | |
| Salaries & Wages | £ | 8,892.00 | |
| Equipment | £ | 2,580.18 | |
| Petty Cash | £ | 205.95 | |
| Rent | £ | 24,485.03 | |
| TOTAL EXPENDITURE | | | £ 62,306.81 |

Excess Income Over Expenditure

£ 48,199.37

Transfers made to Kingdom Bank

£ 44,000.00

Surplus from prior year

£ 134,274.65

Account Balance

£ 182,474.02

CLEVEDON AND DISTRICT FOODBANK CIO

EQUITY STATEMENT AS AT 31ST MARCH 2022

Assets

Current Assets Bank Accounts

HSBC Bank £ 98,260.14

Kingdom Bank Reserve Account £ 84,213.88

Debtors £ -

£ 182,474.02

Total Assets

£ 182,474.02

Less :

Current Liabilities

Creditors -Unpresented Cheques £ -

Loans £ -

Total Liabilities

£ -

Net Assets

£ 182,474.02

Represented By

Accumulated Fund

Balance at previous year £ 134,274.65

Year £ 48,199.37

Balance as at year end

£ 182,474.02

M W Forbes ACIB, ACCA

28-Apr-22

Independent examiners report to the Trustees of Clevedon and District Foodbank Charitable Incorporated Organisation ('the CIO')

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022.

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 Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 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 giving me cause to believe that in any material aspect:

1. Accounting records were not kept as required by Section 130 of the Act or
2. The accounts do not accord with those records.

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

Signed

Name M W Forbes ACCA ACIB

Address. Menuchah, 21 Green Pastures Road, Wraxall, Bristol BS48 1ND

Date 29 April 2022

CLEVEDON AND DISTRICT FOODBANK CIO

England & Wales - Charity number 1163153

Accounts

Clevedon and District Foodbank CIO

This is the Trustees' Annual Report covering the period April 2019 to March 2020.

1. Charitable status and objectives

The Foodbank operates as a Charitable Incorporated Organisation. Charity Registration Number: 1163153. Our address is Unit 1 Neads Court Knowles Road Clevedon BS21 7XS.

Our objectives are the "relief of those in need by virtue of age, financial hardship, disability or ill health by the provision of practical support, especially but not exclusively in the form of food, information and advice to meet charitable need, especially but not exclusively in the areas of North Somerset and the Bristol city region".

2. Operational Area

We cover Clevedon, Nailsea, Portishead and the surrounding towns and villages in North Somerset.

Our warehouse is located in Clevedon. We also use additional space at Yeates Self Storage in Clevedon, to accommodate levels of food donations.

3. Summary of our main activities and operations

Up until March the year continued to be one of consolidation with an increasing demand for our services. This has been matched by the hard work put in by our volunteers.

We are particularly grateful for the ongoing support across the local community, from individuals and businesses who regularly donate food and funds that enable us to sustain and grow the Foodbank's operations.

We are part of a nationwide network of Foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK. It's our belief that "nobody should go hungry in our area".

We work across the local community, in partnership with churches, businesses, schools and the voluntary sector agencies etc. We have the support of a network of over 100 local referral agencies who issue vouchers to people in need that can be redeemed for food parcels.

In terms of public benefit, our main activities focus on the collection and storage of non perishable food donations and their re-distribution in the

form of food parcels to help local people in crisis. In total 43,275 kg of food was donated to the Foodbank during the year.

We cover a wide area of North Somerset, operating from Clevedon with additional Foodbank distribution points in Nailsea and Portishead. We operate an emergency telephone helpline so we can respond at short notice when the need arises.

For most of the year, we operated from our Knowles Road warehouse in Clevedon, where we distributed food parcels, being open on Monday and Friday mornings. At the same time we undertook separate listening sessions at the local Salvation Army Hall and Kenn Road Methodist Church. The distribution points in Nailsea and Portishead open on Fridays.

We are supported by volunteers who work on a rota system. We usually have 6 volunteers working at Clevedon, 4 in the warehouse and 2 at the Salvation Army Hall. There are 2-3 Volunteers at Portishead and up to 4 in Nailsea.

We are able to signpost clients to agencies able to assist with their problems. 1097 food and lunch bag vouchers were redeemed at the Foodbank's distribution centres over the year. This equates to 1,679 adults and 1,365 children, in total 3,044 people fed.

We make hampers available to people in need at Christmas, and lunch parcels in all the school holidays to support children who receive free school meals.

During the year we also promote "eat well spend less" courses on basic cooking skills and budgeting.

Covid 19 has and will continue to have a significant impact on the Foodbank's operations and the demand for its services. Further details are set out in section 10 of the report.

4. Bank

HSBC; 6 Old Church Road Clevedon

5. Independent Examiner

Our accounts are examined each year. Our examiner M W Forbes ACIB, ACCA confirms that:-

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

A copy of the Examiner's report is included with the Audited Financial Statement at the end of this report.

6. Trustees, Structure, Governance and Management.

Trustees: Sue Regan [Chair], Gil Mears [Treasurer], Alison Kember, John Clarke, Lucinda Holdsworth, Pat Gordon, Julie Willey, and Heather Miller.

Lucinda Holdsworth, Pat Gordon and Julie Willey were appointed as new Trustees in February 2020.

John Clarke and Heather Miller have stepped down.

Structure: The Trustees usually meet on a quarterly basis; the agenda is circulated to Trustees and agreed beforehand. Our Administrator takes the minutes which include an action list; this is circulated to all Trustees. We hold Management Team Meetings on a quarterly basis which includes the Team Leaders who run the Foodbanks in Nailsea and Portishead, a Trustee, the Volunteers rota coordinator and our Administrator who takes and circulates minutes.

Copies of the minutes of these meetings are available in our central information folder at the office in our warehouse.

Our Treasurer circulates a financial statement on a monthly basis, and provides quarterly accounts at the Trustees' meetings.

Part Time employee: The Trustees have appointed Kelly Croxton as the Foodbank's Administrator. She is the Trust's only salaried employee. Her hours continue at 18 per week.

Volunteers: The number of Volunteers, including DofE students, has increased to 75. The Trustees and Volunteers receive no financial remuneration.

The success of the Foodbank is down to the continued hard work, dedication and commitment from the Administrator, Volunteers and Trustees. This effort is invaluable; without it the Foodbank could not sustain its operations.

Volunteers are interviewed prior to being appointed, and have to provide references. All volunteers undertake training and induction when they start, and sign up to the Foodbank's policies. This includes the Volunteers Hand book, the policy on Vulnerable Adults, Children, Risk Assessments and Confidentiality. These policy documents are reviewed on an annual basis. Volunteers receive ongoing training on warehouse procedures,

stock control and safety, on listening, signposting skills, and safeguarding.

All Trustees, those who supervise children working for their Duke of Edinburgh Awards plus a number of Volunteers have DBS certificates, currently 20 in total. Certificates are updated every 4 years

We hold a listening training session for Volunteers who see clients; this training is also offered to DofE students as part of their understanding of the work that they undertake at the Foodbank.

Property: Under the terms of occupation our landlord is responsible for all repairs to Knowles Road warehouse, including mains services and central heating plus the buildings insurance.

The Foodbank has separate insurance covering its operations including employers and public liability cover.

Trussell Trust: The Trust has established a network of over 400 Foodbanks across the country providing support and emergency food to people in crisis.

We work closely with the Trust, sending representatives to the national and regional conferences, and participate in cluster meetings between local Foodbanks. We also liaise with adjoining local Foodbanks in Weston and North West Bristol.

The Trust provides advice on all operational matters and undertakes an annual Quality Assurance audit of the Foodbank's activities, covering finance, governance, stock taking, day to day operations and management.

7. Finance

The Trustees previously launched an Appeal to raise funds to sustain the Foodbank's future, including an initiative to promote regular monthly giving. As a result we have seen an increase in the level of financial donations which we hope can be sustained.

This is beginning to pay off; total income for the period (April19/Mar20) increased to £35,930 compared with £26,993 in the previous period (April18/Mar19).

Expenditure increased to £24,313 compared to £23,087 in the previous period.

Our Account balance at the end of March 2020 is £30,873 compared with £19,256 at the end of March 2019. This is due to increased giving, especially in March 2020 at the beginning of the Covid 19 pandemic. We are now able to buy, without concern, more equipment such as crates for our four distribution centres, and needful technical equipment too.

The Audited Financial Statement is attached at the end of the report along with the statement from the Examiner.

It is the Trustees' policy to maintain cash reserves of £8,000 equivalent to at least four months' expenditure to cover any additional costs associated with the pandemic.

The reserves would also be required in the event that the Foodbank had to relocate to alternative accommodation.

8. Activities related to our objectives

Lunch bags: We provided 700 lunch bags during all school holidays to help families with children over 7 years old who are eligible to receive free school meals, and those less than 7 years old who schools recognise as in need of this support. Other larger families received a normal family parcel instead.

These packs are made up by local school students who are undertaking the Duke of Edinburgh Award scheme and usually packed during Saturday morning sessions.

We have had 11 students helping over the course of the year doing their Bronze, Silver and Gold awards.

In addition to the lunch bags students participate in a number of activities including warehouse duties, helping with donation collections at supermarkets; packaging cereals for local breakfast clubs; making videos of the work they have done; assisting with the newsletter etc.

At Christmas this year the students also organised and wrapped up over 150 presents ready for the Christmas hampers. There was a very generous donation from Marks and Spencer's for these gifts.

Eat well spend less course: We ran another course in May-June 2019 for young mothers, also an EWSL Festive Special in November 2019, both commissioned by the local Children's Centre. We also delivered most of our first-ever course for sixth-formers at Clevedon School during March 2020, only to be halted halfway through by the Lockdown. The Head of Sixth Form was very enthusiastic about the sessions we did manage to deliver, and is highly likely to ask us for more as soon as outsiders can be allowed back into the school.

The courses consist of between four to six two-and-a-half-hour sessions including cookery demonstrations and practice. This is run by a team of eight volunteers, and up to ten participants attend each session.

The aim of the course is to enable those attending to learn how to cook from scratch safely; to plan and shop for meals economically; to prepare their own budget, and to understand the relative costs of various forms of credit.

The focus is on prevention rather than cure: to catch people who are just about managing and help them to more-than-manage, building in resilience before they get to the point of needing the Foodbank.

The DoE students also participate in mini EWSL courses, designed for teenagers to provide an understanding of the activities that the Foodbank promotes.

Christmas Hampers: Last Christmas we distributed 240 hampers across the area, bringing a little cheer to people and families who are struggling on low incomes. These were packed and distributed by a large band of volunteers. We were grateful for the use of the St Andrews Church Hall to make this possible and hope to use the facilities again in Dec 2020.

We are again grateful for the help from the Foresters Financial which made £2,000 of food donations available to include in the hampers.

Harvest: September and October are a very busy time. During the harvest festival period we receive large quantities of food donations from school and churches in our catchment area, all of which is weighed, dated and sorted. 22 schools made food donations. Part of our outreach entails us attending School Harvest assemblies, where we provide an insight of the Foodbank's activities.

Local supermarket partners: We are particularly grateful for the continued weekly support we receive from Tesco in Clevedon, Sainsbury's in Portishead, Waitrose in Nailsea, and the Coop in Yatton, and in particular the additional collection events they agree to hold at Christmas and in the summer to support the hamper and lunch parcel program.

Publicity: We successfully operate a website and face book page to reach the wider community, and circulate three newsletters each year promoting and reporting on our activities.

We maintain links with local regional newspapers that feature our activities.

Links with other Agencies: The Friday Listening Sessions at the Salvation Army Relate Café enables us to maintain our links with the local Credit Union and with Nailsea Disability Initiative. Employment Plus is also there to provide training and support for those looking for or preparing for return to work.

Clients also have the opportunity to receive help from the Salvation Army toward the cost of gas and electricity through the "top up" meter payment system.

We maintain links with the local crisis centre that supports people in recovery from alcohol and substance abuse, CAB, Christians Against Poverty and local child centres. From time to time we have surpluses of some items of stock and are able to assist other local Foodbanks and charities who have similar objectives to our own.

Rotarians; We are very grateful for the continued financial support from the Rotarians in Nailsea, Clevedon and Portishead.

Clevedon Rotarians kindly organised two quizzes with the proceeds going to the Foodbank.

9. Ongoing initiatives.

Outreach to older people: With North Somerset Care Partnership, the local community health service provider, we have established a scheme that supports those in crisis leaving hospital or in poor health.

More than Food: we would like to expand the "more than food" programme by providing additional support alongside emergency food, to help people address the underlying issues behind their crisis.

We are also able to support other local charities when we have a surplus.

10. Covid 19

The effect of the Covid-19 Lockdown on our operations was profound, but we were able to respond swiftly. We had been prepared for the issue of Lunch bags for school children over Easter, and we had enough stock set aside to cover the summer holidays too, so when the schools looked like closing, we immediately contacted them and asked them to make sure all their needy families had vouchers for Lunch bags before the schools shut.

Two extremely busy mornings issuing Lunch bags from our (small) warehouse in Knowles Road showed us very plainly that we could not continue to work from there. Fortunately, St Andrew's Church generously volunteered their Church Centre (which we had formerly used for packing Christmas Hampers) and we were able to migrate everything but the

Lunch bag provision from the warehouse to the much larger space there between the Monday and the Friday sessions at the end of March. We were able to implement strict hygiene precautions there, keeping a consistent team, excluding all others from the building and ensuring social distancing within the building.

The warehouse continued to hand out Lunch bags, with a small team of three who could ensure social distancing while serving the clients outside the door. Over the two weeks before Easter, and the Easter holiday itself, we supplied 635 Lunch bags, and an increased number of family parcels, compared to the 525 Lunchbags issued across the six week summer holiday.

We advised our insurance company of the revised circumstances, and provided new risk assessments for both St Andrew's and the warehouse.

The Lockdown closed our listening stations at the Salvation Army and Kenn Road Methodist Church; it also closed most of the agencies which supplied our clients with vouchers, and the school and church collection boxes for food donations; however groups still managed to gather and deliver donations in various ingenious ways, and we were able to provide vouchers where needed if clients couldn't find an agency able to provide an e-voucher form them over the phone/e-mail.

Trustees of Clevedon and District Foodbank CIO

Attachment The audited financial statement plus the Independent Examiners report.

26.8.20

CLEVEDON DISTRICT FOODBANK EQUITY STATEMENT AS AT: 31st March 2021


| | £ O/B | £ Deprn | £ | £ C/B |
|--------------------------------|----------|------------|------|--------------------------------|
| Assets | | | | |
| Current Assets | | | | |
| Bank Accounts | | | | |
| HSBC | | | | 94274.65 |
| Kingdom Bank Deposit | | | | 40000.00 |
| | | | | |
| Debtors | | | 0.00 | |
| | | | | <u>0.00</u> |
| Total Assets | | | | 134274.65 |
| Less | | | | |
| Creditors -Unpresented Cheques | | | 0.00 | |
| Loans | | | 0.00 | |
| Total Liabilities | | | | <u>0.00</u> |
| Net Assets | | | | <u><u>134274.65</u></u> |

Represented By

Balance at previous year end 30873.99

Surplus for Current Year 103400.66

Balance as at year end **134274.65**


M.W Forbes ACIB, ACCA
7th May 2021

CLEVEDON AND DISTRICT FOOD BANK CIO - INCOME & EXPENDITURE STATEMENT FINANCIAL YEAR April 2020 to March 2021

| Date | Income | Donations | Gift Aid | Tesco | | Total | Expenditure | Utilities/Insurance | | | | | Staff Costs | Equipment | Petty Cash | Other | Rental | Total | Balance |
|--------------|---------------------|------------|------------|------------|------------|---------------------|------------------|---------------------|----------------|--------------------|-------------------|--------------------|----------------|-------------------|--------------------|--------------------|-------------------|-------------|-------------|
| | | | | Top | Other | | | Admin | Phone | Special projects | Phone | | | | | | | | |
| | Opening Balance | | | | | | | | | | | | | | | | | | £ 30,873.99 |
| April | £ 36,431.04 | £ - | £ - | £ - | £ - | £ 36,431.04 | £ 947.73 | £ - | £ 32.28 | £ 88.03 | £ 702.00 | £ 403.26 | £ - | £ 688.83 | £ 675.00 | £ 675.00 | £ 3,537.13 | | |
| May | £ 22,231.43 | £ - | £ - | £ - | £ - | £ 22,231.43 | £ 21.49 | £ - | £ 56.09 | £ - | £ 702.00 | £ 1,078.60 | £ - | £ 85.10 | £ 797.45 | £ 797.45 | £ 2,740.73 | | |
| June | £ 13,075.82 | £ - | £ - | £ - | £ - | £ 13,075.82 | £ 276.49 | £ 67.04 | £ 57.43 | £ - | £ 702.00 | £ 951.95 | £ - | £ 164.20 | £ 797.45 | £ 797.45 | £ 3,016.56 | | |
| July | £ 7,754.47 | £ - | £ - | £ - | £ - | £ 7,754.47 | £ 179.90 | £ - | £ 57.43 | £ - | £ 702.00 | £ 1,633.93 | £ 50.00 | £ 384.00 | £ 675.00 | £ 384.00 | £ 3,682.26 | | |
| August | £ 5,247.13 | £ - | £ - | £ - | £ - | £ 5,247.13 | £ 41.00 | £ 25.97 | £ 57.43 | £ - | £ 702.00 | £ 1,935.82 | £ - | £ 314.85 | £ 868.27 | £ 868.27 | £ 3,945.34 | | |
| September | £ 7,616.13 | £ - | £ - | £ - | £ - | £ 7,616.13 | £ 6.00 | £ - | £ 57.43 | £ - | £ 702.00 | £ 1,328.51 | £ - | £15,064.20 | £ 942.91 | £ 942.91 | £18,101.05 | | |
| October | £ 3,893.13 | £ - | £ - | £ - | £ - | £ 3,893.13 | £ 6.00 | £ - | £ 57.71 | £ 40,000.00 | £ 702.00 | £ 929.62 | £ - | £ 240.25 | £ 950.46 | £ 950.46 | £42,886.04 | | |
| November | £ 9,656.94 | £ - | £ - | £ - | £ - | £ 9,656.94 | £ 287.84 | £ - | £ 57.43 | £ - | £ 702.00 | £ 528.53 | £ - | £ 100.00 | £ 1,379.15 | £ 1,379.15 | £ 3,054.95 | | |
| December | £ 21,554.17 | £ - | £ - | £ - | £ - | £ 21,554.17 | £ 527.41 | £ 74.85 | £ 57.66 | £ 3,334.28 | £ 702.00 | £ 96.00 | £ - | £ - | £ 1,221.20 | £ 1,221.20 | £ 6,013.40 | | |
| January | £ 10,273.50 | £ - | £ - | £ - | £ - | £ 10,273.50 | £ 279.00 | £ 254.22 | £ 57.65 | £ 686.11 | £ 702.00 | £ 985.21 | £ - | £ - | £ 1,134.25 | £ 1,134.25 | £ 4,098.44 | | |
| February | £ 11,437.20 | £ - | £ - | £ - | £ - | £ 11,437.20 | £ 106.57 | £ 55.75 | £ 64.03 | £ 234.98 | £ - | £ 90.98 | £ - | £ 60.00 | £ 1,189.51 | £ 1,189.51 | £ 1,801.82 | | |
| March | £ 10,685.21 | £ - | £ - | £ - | £ - | £ 10,685.21 | £ 157.75 | £ 87.15 | £ 64.13 | £ 75.00 | £ 1,404.00 | £ 54.99 | £100.00 | £ 384.00 | £ 1,250.77 | £ 1,250.77 | £ 3,577.79 | | |
| Total | £ 159,856.17 | £ - | £ - | £ - | £ - | £ 159,856.17 | £2,837.18 | £ 564.98 | £676.70 | £ 44,418.40 | £ 8,424.00 | £ 10,017.40 | £150.00 | £17,485.43 | £ 11,881.42 | £ 11,881.42 | £96,455.51 | £ 94,274.65 | |

Annual Budget
Variance

| | | | |
|----------------|---------------|---|------------|
| Summary | Balance b/fwd | £ | 30,873.99 |
| | Income | £ | 159,856.17 |
| | Less Expenses | £ | 56,455.51 |
| | Balance | £ | 134,274.65 |

Excludes £40,000 paid to Kingdom Bank (See Below)

Balance

Plus Retained funds from prior years.

Closing Balance

| | | |
|----------------------|---|-----------|
| HSBC Bank Balance | £ | 94,274.65 |
| Kingdom Bank Balance | £ | 40,000.00 |
| Difference | £ | - |

as at beginning of last year

CLEVEDON DISTRICT FOODBANK INCOME & EXPENDITURE STATEMENT
AT 31st March 2021

AS

| | £ | £ |
|---------------------------------------|-------------|------------------|
| Income | | |
| Donations | | 159856.17 |
| Gift Aid | | 0.00 |
| Tesco Top Up | | 0.00 |
| Payment for EWSL | | |
| TOTAL INCOME | | 159856.17 |
| Expenditure | | |
| Admin | £ 2,837.18 | |
| Utilities/Insurance | £ 564.98 | |
| Phone | £ 676.70 | |
| Special Projects | £ 44,418.40 | |
| Staff Costs | £ 8,424.00 | |
| Equipment | £ 10,017.40 | |
| Petty Cash | £ 150.00 | |
| Other | £ 17,485.43 | |
| Rent | £ 11,881.42 | |
| Total | | 96455.51 |
| Excess Income Over Expenditure | | 63400.66 |
| Surplus from prior year | | 30873.99 |
| Account Balance | | 94274.65 |

Includes £40000 Transfer to new Kingdom Bank Savings Account

**Independent examiners report to the Trustees of Clevedon and District
Foodbank Charitable Incorporated Organisation ('the CIO')**

I report to the Charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021.

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').

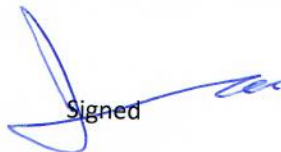
I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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 giving me cause to believe that in any material aspect:

1. Accounting records were not kept as required by Section 130 of the Act or
2. The accounts do not accord with those records.

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



Signed

Name M W Forbes ACCA ACIB

Address. Menuchah, 21 Green Pastures Road, Wraxall, Bristol BS48 1ND

Date 7th May 2021