

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.

INCOME & EXPENDITURE STATEMENT FINANCIAL YEAR April 2021 to March 2022

		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
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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
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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