



## DROITWICH SPA FOODBANK TRUSTEES' REPORT 2021

Droitwich Spa Foodbank (DSFB) exists to relieve the persons in Droitwich Spa and the surrounding area that are in financial hardship in such ways as the Trustees from time to time think fit, in particular but not exclusively by providing emergency food, essential toiletries and household items to individuals and families in need and/or for distribution by charities or other organisations working to relieve poverty.

Since the beginning of the Covid 19 pandemic in March 2020, DSFB has worked increasingly closely with other organisations in Droitwich Spa to support those adversely effected by the economic and social consequences of the pandemic. We have noticed an increase in clients being referred to us, particularly during 2020, when the effects of lockdowns or decreased working opportunities were felt most keenly by the lowest income groups in our society, the group often called the 'just about managing'. During the calendar year 2020, we fed 3695 people, of which 1524 were children. The figures for calendar year 2021 show a decrease to 2994 people fed (decrease of 701 people, nearly 19%) with 1338 of them being children (decrease of 186, 12%). We also noted that other agencies were established or expanded their operations in the Droitwich Spa area and we believe this accounts for the reduction in those accessing DSFB, rather than there being an overall drop in need in the town. We are grateful to Wychavon Council for their continued support of DSFB and for their signalled intention to play an increased role in the co-ordination of the various agencies which are working together to support those in need in Droitwich Spa.

We have continued to operate from two sites, the Baptist Church in the town centre is where the Foodbank Centre is located and our warehouse facility is on the Berry Hill Industrial Estate on the edge of town. To facilitate the smooth transfer of food etc. from the Warehouse to the Centre for distribution to clients we purchased a van in 2020, and we gratefully acknowledge the funds from Wychavon Council which enabled us to do this. Previously we had relied on volunteers using their cars and this was not sustainable in the longer term. Although there are costs in having a van (such as insurance, maintenance, fuel etc.), these have easily been met due to the continued generosity of donations to DSFB. We also acknowledge the support and guidance of Elite Rescue in relation to the purchase of the van.

Our finances continue to be healthy. Normal day-to-day operations continue with almost all food which is distributed having been donated at one of our collection points, by collections organised by companies/schools/churches etc. or through donations from one of our supermarket partners. On some occasions we have to purchase food, usually because of specialist requirements. The Trustees monitor finances at each of their meetings and have established a reserve fund (currently £5,000) as a bulwark against increased expenditure needs at a future date. At the last meeting of 2021, we noted a healthy balance in our current account and that donations, which had increased during the early stages of the Covid 19 pandemic, were remaining steady. We have continued to review our processes for handling and reporting finances in line with good practices issued by both the Charity Commission and the Trussell Trust.

During 2021, we were able to recommence face-to-face signposting for clients, an activity which had to stop during 2020 due to the Covid 19 pandemic. We ensured that both volunteers and clients were able to work safely by ensuring that tests were available for volunteers on request, PPE was provided, together with screens to shield both client and volunteer. We have, on occasion when needed, provided clients with face masks, hand sanitiser etc. to enable them to safely interact with our volunteers and in other parts of their lives.

We are committed to remaining a voluntary organisation with no paid staff. The Covid 19 pandemic has seen a turnover in volunteer numbers as some of our original volunteers had to step down due to age-related shielding, to be replaced by many new volunteers, some on a very temporary basis (for example, when on furlough). We thank all of our volunteers for the selfless service they have given over the past year, and are grateful to the many local businesses who have demonstrated flexibility in allowing their employees to help DSFB in whatever way.

We currently work with 40 referral agencies to identify those in need. These relationships have been developed and nurtured over many years and often rely on personal contact with individuals in the referral agency. When there is a turnover of staff at the referral agency, it sometimes means working to re-establish and foster new relationships to enable a seamless change for clients. DSFB invests much time in building these relationships, as well as those with other agencies to whom we might need to refer clients for specialist support and guidance.

Day-to-day operation of DSFB is carried out by Project Manager Debbie Ash, supported by a Management Committee representing various aspects of Foodbank operations (warehouse, centre, finance, etc.). We are fortunate to have such a committed and hard-working Project Manager and, as Trustees, we are more than conscious of the importance of that role to the successful operation of our foodbank. The issue of succession planning, and the avoidance of burn-out, is one to which we frequently return in our discussions.

There has also been a change in the composition of the Trustee body with our long-standing Chair, David Stanbury, and demitting office both as Chair and Trustee in January 2021. The debt to him is immense and we were delighted to see this recognised by Wychavon Council through its award to him (and his wife, Mary) of Diamond Jubilee Community Recognition Award. Jane Usherwood was elected as Chair to succeed him. We elected two new Trustees: Mary Stanbury and Robin Mayo and, on 31 December 2021, Janet Wigfield, another original Trustee, will stand down. We reviewed terms of office for Trustees this year and have introduced a timetable of end dates, all Trustees previously having had the same end date. We believe this gives us more stability as a Trustee body as well as the opportunity to better support new Trustees joining us.

Jane Usherwood

Chair of Trustees (on behalf of the Trustees of Droitwich Spa Foodbank)

28 December 2021

Droitwich Spa Foodbank Receipts and Payments Accounts Year ended 31 March 2021			
		2021	2020
<b>Receipts</b>			
Donations		38531	10039
Collections		276	1433
Gift Aid		0	651
Grants Received		22830	3854
<b>Total Receipts</b>		<b>61637</b>	<b>16467</b>
<b>Payments</b>			
Food and Sundries (inc. Food vouchers)		24605	3185
Rent		2600	2600
Premises Fixtures and Fittings		2021	3094
Franchise Fee – Trussell Trust		360	360
Sundry Expenses		679	202
Professional Expenses		105	208
Administrative Expenses		818	399
Telephone		968	348
Insurance		219	219
Motor Vehicle		9480	
Motor Expenses		5888	
<b>Total Payments</b>		<b>47743</b>	<b>10616</b>
<b>Net Receipts</b>		<b>13894</b>	<b>5851</b>
<b>Droitwich Spa Foodbank Statement of Assets &amp; Liabilities Year Ended 31 March 2021</b>			
<b>Funds Brought Forward from 2019-2020</b>	<i>(2018-2019)</i>	22389	16538
<b>Surplus from 2020-2021</b>	<i>(2019-2020)</i>	13894	5851
<b>Funds carried forward to 2021-2022</b>	<i>(2020-2021)</i>		
National Savings Account		5015	5015
Bank Accounts		30976	16899
Cash Accounts		292	475
<b>General Fund</b>		<b>36283</b>	<b>22389</b>

Having examined the information supplied by the Droitwich Spa Foodbank for the year ended 31 March 2021, I believe proper accounting records have been kept and that the accounts detailed here for the period are in accord with those records.

Examiner

*Sandie Smith*

*PL* Treasurer

*shusend*

Date 14<sup>th</sup> December 2021

Date *31.12.21*

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