



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 01/04/2021  
**Period end date**

**Period start date To** 31/03/2022

**Charity name:** Droitwich Spa Foodbank

**Charity registration number:** 1163261

## **Objectives and Activities**

Summary of the purposes of the charity as set out in its governing document	<b>To help persons in Droitwich Spa and the surrounding areas that need support, principally with providing emergency food, toiletries, and other household items, and in such ways as the Trustees may think fit.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p><b>Droitwich Spa Foodbank (the Foodbank) operates under the guidance and procedures of the Trussell Trust. It complies with the requirements of good practice operated and recommended by this organisation.</b></p> <p><b>The main activity of the Foodbank is to provide food and other essential items to people in crisis, in the Droitwich Spa and surrounding areas.</b></p> <p><b>The Foodbank continues to operate from two sites. The Baptist Church in the town centre is where clients are seen and supported, with our warehouse facility operating from premises on the Berry Hill Industrial Estate. Each site operates Tuesday and Fridays each week.</b></p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	<b>The Trustees are aware of the guidance issued on public benefit.</b>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

--	--

Policy on grant making	<p>The Foodbank has made no grants in this last financial year.</p> <p>The Foodbank is entirely governed and run by volunteers and has no paid employees.</p>
Contribution made by volunteers	<p>The Foodbank has approximately 60 volunteers who support with various duties at the Foodbank centre and warehouse. We are most grateful to all the volunteers for their commitment and helping those in our community who find themselves needing support.</p>
Other	<p>In addition to our volunteers, we are also grateful to those organisations and individuals who so generously donate food and other items to support the Foodbank. Similarly, our thanks too to local supermarkets who allow us to collect on their premises and support with donation initiatives at various times throughout the year.</p> <p>In the year also, Wychavon District Council supported with a grant of £8,875 to support clients in need with food and fuel vouchers.</p> <p>We also thank the various referral agencies who work with us to ensure those in need are supported with food and other essentials.</p>

## Achievements and Performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>The year remained one of continued support for our clients, although this was at lesser volumes than we had experienced the previous year which was through the initial Covid19 outbreak and lockdowns.</p> <p>During the period, we provided food to total of 3146 people (1825 adults and 1321 children), which compares with 4195 in the prior year (2396 adults and 1799 children).</p> <p>We collected 27,222kg of food and distributed 31,113kg during the year.</p> <p>Stock at the year-end was 8401kg and was considered by the Trustees to be adequate for our ongoing needs.</p> <p>In addition to food, we also provide essential items such as toiletries to those in need. We were also able to offer food and fuel vouchers during the financial year. The former enables clients to purchase fresh items including meat, fruit and vegetables, whilst latter supporting ability to cook meals and maintain heating for their homes.</p>
--	--

## Financial Review

Review of the charity's financial position at the end of the period	<b>The Foodbank held a balance of £38,535 at the end of this period.</b>
Statement explaining the policy for holding reserves stating why they are held	<b>A Reserve is maintained to support ongoing running costs and any unforeseen expenses that may occur.</b>
Amount of reserves held	<b>£5,000</b>
Reasons for holding zero reserves	<b>N/A</b>
Details of fund materially in deficit	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	<b>The Trustees are satisfied that sufficient stock and cash is retained to maintain ongoing trading and operation of the Foodbank for the coming year.</b>

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	<b>The Foodbank's main source of income is from individual donations and supporters. Wychavon District Council have also supported with increased grant funding during the Covid pandemic.</b>
Investment policy and objectives including any social investment policy adopted	<b>The Foodbank has no investments.</b>
A description of the principal risks facing the charity	<p><b>The Trustees remain ever mindful of ongoing risks to the Foodbank. The current economic climate is such that there is potential for lower donations (food and financial) given the known pressures on household spending, whilst at the same time this will likely see a continued increase in demand from the number of clients seeking help from the Foodbank through this coming winter.</b></p> <p><b>The Trustees are satisfied that continued donations and the current level of reserves will support the coming 12 months. However, dependent upon these amounts, this may include taking the difficult decision of reduced support of food and fuel vouchers compared with this previous year.</b></p>
Other	<b>N/A</b>



## Structure, Governance and Management

Type of governing document (trust deed, royal charter)	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	<b>Trustee appointment is by invitation of current trustees.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	<b>All Trustees undertake induction and training on the operation of the Foodbank and supporting policies and procedures.</b>
The charity's organisational structure and any wider network with which the charity works	<p><b>The Foodbank operates as a Trussell Trust Foodbank.</b></p> <p><b>The administration of the charity from day to day is carried out under guidance and leadership of the Project Manager who reports to and is directed by the Trustees.</b></p> <p><b>The Project Manager is supported by Management Committee covering various Foodbank operations including warehouse, centre, Health &amp; Safety, Safeguarding and Compliance and IT.</b></p> <p><b>A Sub-Finance committee also operates consisting of Chair, Project Manager, Treasurer and a nominated Trustee.</b></p>

## Reference and Administrative details

Charity name	Droitwich Spa Foodbank
Other name the charity uses	N/A
Registered charity number	1163261
Charity's principal address	Droitwich Parish Centre St Andrews Street Droitwich WR9 8DY

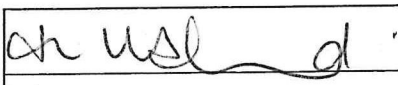
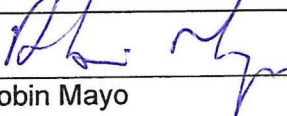
## Names of the charity trustees who manage the charity

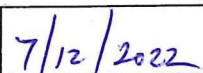
	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jane Usherwood	Chair		
2	Robin Mayo		Sept21 – Mar 22	
3	Nigel Gordon Bard			
4	Mary Stanbury			
5	Dr Susan Jane Jenkins			
6	Rev Judith Ann Rosall			
7	Janet Wigfield		Mar21-Dec21	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Jane Usherwood	Robin Mayo
Position (eg Secretary, Chair, etc)	Chair	Trustee

Date 



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Droitwich Spa Foodbank

No. (if any)

## Receipts and payments accounts

C16a

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
------------------------	---------------------------------	----	-------------------------------

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	2020/21 to the nearest £
<b>A1 Receipts</b>					
Donations	18,133	-	-	18,133	38,531
Collections	124	-	-	124	276
Virgin/Enthuse & Gift Aid	7,773	-	-	7,773	-
Paypal	607	-	-	607	-
Refunds Trussell Trust	760	-	-	760	-
Wychavon DC	-	8,875	-	8,875	22,830
Mary Stanbury (WDC)	-	200	-	200	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>27,397</b>	<b>9,075</b>	<b>-</b>	<b>36,472</b>	<b>61,637</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,397</b>	<b>9,075</b>	<b>-</b>	<b>36,472</b>	<b>61,637</b>
<b>A3 Payments</b>					
Purchases for foodbank clients	11,308	-	-	11,308	24,605
Phone	566	-	-	566	968
Motor	1,060	-	-	1,060	15,368
Equipment, Repairs & renewals	1,922	-	-	1,922	-
Stationery	259	-	-	259	-
Rent & Premises	2,600	-	-	2,600	4,621
Insurances	1,229	-	-	1,229	219
Miscellaneous	1,276	-	-	1,276	1,962
Energy Vouchers	5,125	8,875	-	14,000	-
<b>Sub total</b>	<b>25,345</b>	<b>8,875</b>	<b>-</b>	<b>34,220</b>	<b>47,743</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>25,345</b>	<b>8,875</b>	<b>-</b>	<b>34,220</b>	<b>47,743</b>
<b>Net of receipts/(payments)</b>	<b>2,052</b>	<b>200</b>	<b>-</b>	<b>2,252</b>	<b>13,894</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>36,283</b>	<b>-</b>	<b>-</b>	<b>36,283</b>	<b>22,389</b>
<b>Cash funds this year end</b>	<b>38,335</b>	<b>200</b>	<b>-</b>	<b>38,535</b>	<b>36,283</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to the nearest £	2020/21 to the nearest £
<b>B1 Cash funds</b>					
Petty Cash Warehouse	83	-	-	83	-
Petty Cash Centre	253	-	-	253	292
Barclays account	32,981	200	-	33,181	30,976
Nationwide	5,018	-	-	5,018	5,015
	-	-	-	-	-
<b>Total cash funds</b>	<b>38,335</b>	<b>200</b>	<b>-</b>	<b>38,535</b>	<b>36,283</b>

(agree balances with receipts and payments account(s))

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to the nearest £	2020/21 to the nearest £
<b>B2 Other monetary assets</b>					
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Total Cash Funds Year-End</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			
		-	-
		-	-
		-	-

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			
		-	-
		-	-
		-	-

At the year end the charity had given no guarantees in respect of ny liabilities and there were no outstanding debts secured by an express charge on any assets of the CIO.

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Droitwich Spa Foodbank

**On accounts for the year  
ended**

31 March 2022

**Charity no  
(if any)**

1163261

**Set out on pages**

1-8

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

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

**Signed:**

**Date:**

12/12/2022

**Name:**

Joanne Baldwin ACA FCCA

**Relevant professional  
qualification(s) or body  
(if any):**

ACA FCCA

**Address:**

Ormerod Rutter Limited

The Oakley, Kidderminster Road, Droitwich

WR9 9AY

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).