



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 1 April 2022 to 31 March 2023

Charity name: Droitwich Spa Foodbank

Charity registration number: 1163261

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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.
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.	Para 1.17 and 1.19	<p>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.</p> <p>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.</p> <p>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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of the guidance issued on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Foodbank has made no grants in this last financial year.
Contribution made by volunteers	Para 1.38	The Foodbank has approximately 80 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.
Other		<p>Project Manager appointment With effect from January 2023, the Foodbank have employed a Project Manager, contracted 20 hours per week, which is required to maintain effective operation of the warehouse and centre and increasing business related aspects required of the Foodbank.</p> <p>Financial Inclusion Grant From January 2023, the Foodbank with support of Trussell Trust, commenced a Financial Inclusion initiative with Citizen's Advice, providing access for clients to expert help and advice and hopefully a step towards improving their overall financial circumstances and management for the future.</p> <p>The above is supported with specific grant funding from the Trussell Trust.</p> <p>Volunteers and Organisations We are grateful to those organisations and individuals who so generously donate food and other items to support the Foodbank. Of special recognition and support for the year are Worcestershire Ambassadors who raised £9,000 for the Foodbank as part of their overall support raising £100,000 for Trussell Trust foodbanks in the county.</p> <p>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>District Council Grant In the year also, Wychavon District Council supported with grants totalling £4,725 to support clients in need with food and fuel vouchers.</p>

		<p>Referral Agencies</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>Para 1.20</p>	<p>The year remained one of continued support for our clients and increased demand from clients through the winter 2022/23 due to the cost-of-living crisis.</p> <p>During the period, we provided food to a total of 4481 people (2609 adults and 1872 children), which compares with 3146 in the prior year (1825 adults and 1321 children) – representing a 42% increase in help to those in need.</p> <p>We collected 34,139kg (25% increase) of food and distributed 36,792kg (18% increase) during the year.</p> <p>Stock at the year-end was 5,748kg and much reduced from prior year of 8,401kg, reflecting much increased demand for help. This level of stock is not sufficient to manage ongoing needs and like many other foodbanks, we had to initiate our own purchasing of food to make up necessary food parcels.</p> <p>In the three months to the end of March, a total of 2,246kg of food and essential items were purchased and a concerning trend for the longer-term. The primary impact of purchasing food directly is this uses funds that otherwise would be used to provide complimentary supermarket food vouchers that the Foodbank have traditionally been able to support and from which clients can purchase fresh fruit, vegetable and dairy products and supplement the food parcel.</p> <p>In addition to food, we provide essential items such as toiletries to those in need.</p>
---	------------------	---

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Foodbank held a balance of £63,603 at the end of this period. However, it should be noted that this is split between unrestricted funds totalling £36,091 compared with £38,335 prior financial year, and restricted funds of £27,512 compared with £200 prior year.</p> <p>The restricted funds held relates to the Financial Inclusion Grant and scheme with Citizen's Advice.</p> <p>In addition to cash held the Foodbank has a balance of supermarket vouchers of £5,746 and fuel vouchers totalling £494.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A Reserve is maintained to support ongoing running costs and any unforeseen expenses that may occur.
Amount of reserves held	Para 1.22	£12,000 (£5,000 prior year)
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>Highlighted earlier is the challenge of increased purchasing of food directly by the Foodbank that has been necessary since the start of 2023. This remains an ongoing concern, and as such has limited the ability to offer complimentary supermarket food vouchers continuously going forward.</p> <p>With careful management, The Trustees are satisfied that sufficient stock and cash will maintain ongoing trading and operation of the Foodbank for the coming year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The Foodbank's main source of income is from individual donations and supporters. Wychavon District Council have also supported with grant funding. Fundraising activities are also organised including representation at the Churchfields Christmas Fayre and Droitwich Food & Drink Festival.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	The Foodbank has no investments.

<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>The Trustees remain ever mindful of ongoing risks to the Foodbank. The 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 an increase in demand from the number of clients seeking help from the Foodbank, particularly in winter months.</p> <p>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 supermarket food vouchers compared to previous years.</p>
<p>Other</p>		<p>N/A</p>

Structure, Governance and Management

Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporate Organisation
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	Para 1.25	Trustee appointment is by invitation of current trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All Trustees undertake induction and training on the operation of the Foodbank and supporting policies and procedures.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Foodbank operates as a Trussell Trust Foodbank.</p> <p>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. The Project Manager is supported by Management Committee covering various Foodbank operations including warehouse, centre, Health & Safety, Safeguarding and Compliance and IT.</p> <p>A Sub-Finance committee also operates consisting of Chair, Project Manager, Treasurer, and a nominated Trustee.</p>
Relationship with any related parties	Para 1.51	N/A
Other		N/A

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	Mary Stanbury			
3	Dr Susan Jane Jenkins			
4	Nigel Gordon Byard		Apr22-Nov22	
5	Rev Judith Ann Rosall		Apr22-Dec22	
6	Robin Mayo			
7	Lawrence Crabb		Feb23-Mar23	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
N/A	


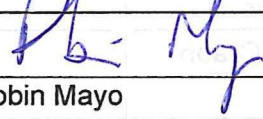
Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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)	Dr Susan Jane Jenkins	Robin Mayo
Position (eg Secretary, Chair, etc)	Chair	

Date 17TH October 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Droitwich Spa Foodbank

1163261

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2022		31/03/2023

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 £	Last year to the nearest £
A1 Receipts					
Donations	22,869	-	-	22,869	18,133
Collections/Cash	3,217	-	-	3,217	124
Virgin/Enthuse & Gift Aid	17,910	-	-	17,910	7,773
PayPal	3	-	-	3	607
Trussell Trust	-	30,938	-	30,938	760
Wychavon DC	2,500	2,225	-	4,725	8,875
Mary Stanbury (WDC)	-	-	-	-	200
Clsd a/c Nationwide Interest	7	-	-	7	-
Sub total (Gross income for AR)	46,506	33,163	-	79,669	36,472
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	46,506	33,163	-	79,669	36,472
A3 Payments					
Purchases for Food Bank Clients	6,570	-	-	6,570	11,308
Phone	608	-	-	608	566
Motor	959	-	-	959	1,060
Equipment Repairs Renewals	3,124	1,000	-	4,124	1,922
Stationary	443	-	-	443	259
Rent & Premises	2,600	-	-	2,600	2,600
Insurances	1,124	-	-	1,124	1,229
Miscellaneous	2,960	200	-	3,160	1,276
Energy Vouchers	190	-	-	190	14,000
Aldi Vouchers	26,800	-	-	26,800	-
Salary + on-costs	3,372	-	-	3,372	-
SLA Citizens Advice	-	4,651	-	4,651	-
Sub total	48,750	5,851	-	54,601	34,220
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	48,750	5,851	-	54,601	34,220
Net of receipts/(payments)	- 2,244	27,312	-	25,068	2,252
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,335	200	-	38,535	-
Cash funds this year end	36,091	27,512	-	63,603	2,252

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Petty Cash	822	-	-
	Barclays 1	23,267	-	-
	Barclays 2		27,512	
	Premium Reserve	12,002	-	-
	Total cash funds	36,091	27,512	-

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

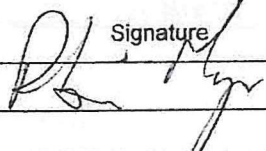
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
	Aldi Vouchers Held	5,746	-	-
	Fuel Voucher Held	494	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	ROBIN MOXO	17/10/2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Droitwich Spa Foodbank

**On accounts for the year
ended**

31st March 2023

**Charity no
(if any)**

1163261

Set out on pages

1 - 10

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2023.

**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:

18/10/2023

Name:

Joanne Baldwin

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

ACA FCCA

Address:

Ormerod Rutter Limited

The Oakley, Kidderminster Road, Droitwich

WR9 9AY