



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2023 to 31 March 2024

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 Droitwich 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 and the warehouse will operate also on additional days to process foods at peak times too if required (harvest and Christmas time).</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>Financial Inclusion Grant Having started in January 2023, this project has continued through this financial year. This is 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>Community Organisations Cost of Living Fund (delivered by The National Lottery Community Fund) We were successful in securing a grant of £32,000 from the above and which has been fully spent during this financial year. The grant supported operating overhead expenses, ongoing food purchasing and supermarket vouchers for clients. The food bank is appreciative of the grant and ability this helped to maintain support to clients in need of support.</p> <p>District Council Grant In the year also, Wychavon District Council supported with grants totalling £13,000 (prior year £4,725) to support clients in need with food and supermarket vouchers.</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.</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>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>
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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.</p> <p>During the period, we provided food to a total of 3549 people (2167 adults and 1382 children), which compares with 4481 in the prior year (2609 adults and 1872 children). A reduction overall but this is reflective of the extreme demand seen in the prior year through the cost-of-living crisis rather than a trend of reduced demand. This is borne out given last year was an increase on the period 2021/2022 when we provided support to 3146 clients (1825 adults and 1321 children).</p> <p>We handled 33,352kg of food and distributed 32,260kg during the year. As evidenced in the financial accounts, more direct food purchasing by the foodbank was required, with 5,696kg purchased in this financial year, compared to 3,569kg in the prior year.</p> <p>Stock at the year-end was 6,841kg and this compares to 5,748kg in the prior year. This increase is more reflective of the grants received and ability to purchase items as against seeing any material increase in donations.</p> <p>This level of stock is not sufficient to manage ongoing needs and like many other foodbanks, we see a continued need to undertake our own purchasing of food to make up necessary food parcels.</p> <p>In addition to food, we provide essential items such as toiletries to those in need and these too have been items the foodbank have had to purchase in this financial year.</p>
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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 £102,412 at the end of this period. However, it should be noted that this is split between unrestricted funds totalling £63,603 compared with £38,535 prior financial year, and restricted funds of £34,819 compared with £27,512 prior year.</p> <p>The restricted funds held relates to the Financial Inclusion Grant and scheme with Citizen's Advice and could be subject to some clawback of funds upon conclusion of the overall project.</p> <p>In addition to cash held the Foodbank has a balance of supermarket vouchers of £10,570 and fuel vouchers totalling £500.</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 (£12,000 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>As highlighted previously, the challenge of increased purchasing of food directly by the Foodbank remains an ongoing concern. This can impact the ability to offer complimentary food vouchers continuously throughout the year.</p> <p>With careful management, The Trustees are satisfied that sufficient stock and cash will maintain the ongoing trading and operation of the Foodbank for the coming year for the vital provision of food parcels and hygiene products as a minimum.</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	Para 1.25	Constitution
How is the charity constituted?	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 Apr 23 – Jun 23	Apr 23 – Dec 23	
2	Mary Stanbury			
3	Dr Susan Jane Jenkins	Chair (from Jun 23)		
4	Robin Mayo			
5	Jessica Lucy Putt		Sept 23 onwards	
6	Pernilla Asplen		Sept 23 onwards	
7	Angela Preece		Dec 23 onwards	
8				
9				
10				
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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	

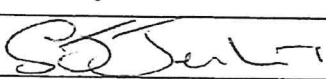
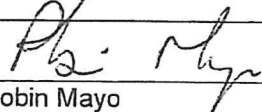
Funds held as custodian trustees on behalf of others

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 5TH November 2024



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
	01/04/2023		31/03/2024

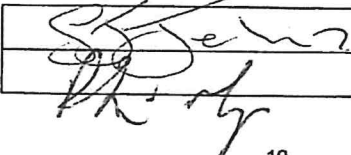
Section A Receipts and payments

	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	17,619		-	17,619	22,869
Collections/Cash	8,160		-	8,160	3,217
Virgin/Enthuse & Gift Aid	10,603		-	10,603	17,910
PayPal	-		-	-	3
Trussell Trust		25,443	-	25,443	30,938
Wychavon DC	13,000		-	13,000	4,725
National Lottery Community Fund		32,475	-	32,475	
Interest on Premium A/C	144		-	144	
Clsd a/c Nationwide Interest	-		-	-	7
Sub total (Gross income for AR)	49,525	57,918	-	107,443	79,669
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	49,525	57,918	-	107,443	79,669
A3 Payments					
Purchases for Food Bank Clients	4,352	8,507	-	12,859	6,570
Phone	240	496	-	735	608
Motor	489	299	-	788	959
Equipment Repairs Renewals	461	319	-	779	4,124
Stationary	313	25	-	338	443
Rent & Premises	1,650	3,664	-	5,314	2,600
Insurances	1,005		-	1,005	1,124
Miscellaneous	1,113		-	1,113	3,160
Energy Vouchers	325		-	325	190
Aldi Vouchers	7,000	15,000	-	22,000	26,800
Salary + on-costs	5,112	8,564	-	13,676	3,372
SLA Citizens Advice		9,702	-	9,702	4,651
Sub total	22,059	46,576	-	68,635	54,601
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	22,059	46,576	-	68,635	54,601
Net of receipts/(payments)	27,467	11,342	-	38,809	25,068
A5 Transfers between funds	4,035	- 4,035	-	-	-
A6 Cash funds last year end	36,091	27,512	-	63,603	38,535
Cash funds this year end	67,593	34,819	-	102,412	63,603

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	414	-	-
	Barclays 1	55,033	-	-
	Barclays 2		34,819	
	Premium Reserve	12,145	-	-
	Total cash funds	67,593	34,819	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
	Aldi Vouchers Held	10,570	-	-
	Fuel Voucher Held	500	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	S.J. JENKINS	5/11/24
	Resind Maye	5/11/24



**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**

Droitwich Spa Foodbank

**On accounts for the year
ended**

31st March 2024

**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 31/03/2024.

**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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

12/11/2024

Name:

Tony Archer

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

Address:

Ormerod Rutter Limited

The Oakley, Kidderminster Road, Droitwich, Worcestershire

WR9 9AY

Section B**Disclosure**

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

Give here brief details of any items that the examiner wishes to disclose.

Not applicable.