



KNOTTINGLEY FOODBANK
ANNUAL REPORT AND FINANCIAL
STATEMENTS
YEAR ENDING: 4 APRIL 2021

CHARITY NUMBER: 1163711

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Information and Administrative Details

REGISTERED NAME: Knottingley Foodbank

REGISTERED CHARITY NUMBER: 1163711

PRINCIPAL OFFICE:

c/o Knottingley Community Church

Tithe Barn Road

Knottingley

WF11 9BU

EMAIL: info@knottingley.foodbank.org.uk

WEBSITE: www.knottingley.foodbank.org.uk

BANK DETAILS:

Yorkshire Bank

25 Ropergate

Pontefract

WF8 1LQ

Sort code: 05 05 50

Account number: 36534898

INSURERS

Zurich Insurance

The Zurich Centre

3000 Parkway

Whitely

Farnham

Hampshire

PO15 7JZ

CHAIR OF TRUSTEE REPORT

Knottingley Foodbank (KFB) continues to meet its objective of serving the people of Knottingley and surrounding areas by providing food for clients who are suffering food poverty or are in a crisis situation. KFB operates as a Churches Together initiative and is registered with the Charity Commission [charity no 1163711]. It remains a franchisee of the Trussell Trust and adopts its guidelines and processes. The KFB operation continued to operate despite the Covid pandemic. In a very challenging year, we saw a decrease in footfall. From April 2020 to April 2021, we provided a 7-day food parcel for 1,771 people (down 12% year on year) including 717 children (up 4% year on year). Parcels previous to pandemic had been for 3 days but this was increased to 7 days to help clients during lockdowns, shielding and isolation. We therefore increased the amount/weight of food allocated to clients over the course of the year.

As Chair of Trustees, I want once again to thank our volunteers who more than ever ensured KFB met its objectives. Foodbank staffing levels were greatly reduced as some volunteers were shielding or vulnerable. Our focus was to operate safely during and after countrywide lockdown. The service model was adapted to minimal numbers of volunteers, closing the distribution centre to client access and moving to a delivery only service. Our thanks go to British Gas who provided drivers to deliver food parcels and to the Trussell Trust for their support in ensuring TT foodbanks continued to receive essential food supplies. We look forward to seeing more of our volunteers returning once it is safe to do so.

The Foodbank suffered a warehouse break-in with food supplies stolen in March of the previous financial year. On behalf of KFB I would like to express our thanks for all the help and kind donations which ensured we continued to operate including local businesses who helped mend locks and enhance security. It was a huge relief that the community rallied around helping KFB to get back on its feet immediately.

During this financial year the Trustee recruited Adele Palfreyman as the foodbank's first paid Project Manager. Adele commenced work on 1st November 2020 and brings a wealth of experience and enthusiasm to the role. I'm sure she will help deliver our charities future objectives.


Last but not means least I would like to recognise and thank the continued generosity of all our donors, particularly during the pandemic. We continue to be supported by Tesco at Hemsworth, Morrison's and Lidl at Knottingley and a growing number of local businesses. Local churches, schools and individuals always contribute, no donation is too small. This support enables KFB meet its objective in supporting the needs of local people in crisis situations facing food poverty.

Signed: 

Dated: 2/2/2022

Stuart Menzies, Chair of Trustees.

This report was approved by the Trustees on:

Approved by {
Carla Candler
Anne Rowling
Janet Burns
}  2/2/2022

PROJECT MANAGER REPORT

The new reporting year commenced with the aftermath of a break-in at Knottingley Foodbank's (KFB) facilities and the country in the grip of the Covid 19 pandemic. As reported in the last TRAC in March 2020 the storage units for KFB were broken into, with stock stolen and damage to the storage containers. The response by the press, general public and local businesses was overwhelming. Monetary donations topped the £20,000 mark and a large local business repaired the damaged containers. Offers to replace stock came from several supermarkets, and the general public responded with additional donations. With this help and support KFB was only closed for about two weeks.

As a result of the pandemic all aspects of the normal workings of KFB were reviewed urgently. With immediate effect KFB was closed to clients and a delivery service introduced. The opening days per week were reduced from 2 days to one. Given this decision it was decided to increase the size of each food parcel issued from a 3 day parcel to a 7 day parcel. Volunteers were advised to follow Government guidelines and remain at home. The minimum number of volunteers required to facilitate the new working model and keep to KCC's Risk Assessment was three. These volunteers were advised of the Covid guidelines. Masks, social distancing, hand sanitizer, disposable gloves were all provided. Another major change was the extended roll out of the e-voucher system to the majority of KFB referrers. All interested referrers were contacted and guided through this method of referral.

This model of working continued for most of the year with one further change; a decision was made to reopen twice a week and form two teams of volunteers to alternate thus ensuring that KFB could remain open should one team come into contact with Covid. The new system necessitated the recruitment of volunteer delivery drivers, to be remunerated by a grant specifically for that purpose. In January 2021 Christopher Hill was appointed to collect donations from Tesco Hemsworth and transport food supplies between the warehouse and distribution centre.

Given the generous monetary donations received after the break-in a decision was made to use part of this money to improve the KFB distribution centre facilities. In conjunction with the leaders of Knottingley Community Church (the distribution centre for KFB) a new packing room with improved toilet facilities (including a fully equipped disabled toilet) were designed using the area of the old cloakrooms and foodbank cupboard. These changes are a benefit to foodbank operations, volunteers, FB clients and the church long term. A stairway to the loft replaced the old loft ladder providing storage for more household and foodbank extras as well as safe and easy access for volunteers. The loft area now stores stocks of household items (bedding, towels, pans, crockery and cutlery items), stocks of baby items (pushchairs, car seats, Moses Baskets) and items for rough sleepers/sofa surfers (tents, sleeping bags, warm clothing).

This reporting year was the fifth year of KFB's five year strategy to appoint a Foodbank Manager. A large Asda grant was obtained to enable this. The position was advertised and an appointment made in November 2020. This appointment means this will be my last report as KFB Project Manager. Adele Palfreyman the successful applicant has now

completed her probationary period and since her appointment has raised the profile of KFB on social media. This was a much needed addition to our communication network. Adele also negotiated the hire of a room at Ropewalk Methodist Church. This room gives increased sorting/packing space and has greatly enhanced working conditions for warehouse volunteers. Two very positive improvements to the KFB profile and operation.

As a Trussell Trust foodbank KFB continues to enjoy the benefit of a partnership with Tesco Superstore Hemsworth and large and small grant opportunities afforded by Asda. KFB continues to work with Neighbourly which organises donations from Lidl Supermarkets.

In conclusion, I think it only fit to pay tribute to the volunteers who have manned both the warehouse and distribution centres throughout the pandemic. Their loyalty has meant that KFB has been there to support the local community throughout this very trying period.

Purpose and need:

Within Knottingley and surrounding areas there are significant areas of need and deprivation where individuals and families can find themselves in a crisis situation. KFB try to meet needs in the areas outlined previously.

Knottingley Foodbank strives constantly to:

- Train, maintain and support our volunteers
- Maintain relationships with our current referral agencies, and, make new contacts within the community who will sign up as new referral agencies

Highlights of the year:

- Staying open during the pandemic
- The acquisition and wrapping of over 200 Christmas presents to families who would otherwise have struggled to provide gifts for their children. This was made possible through our referrers who applied on behalf of families and who helped deliver the gifts
- Improved packing and storage at the warehouse
- Re-design of the cloakroom and foodbank cupboard at the DC. The building now has updated toilets, a disabled toilet, a larger store/packing room and stairway access to loft storage.
- Improved publicity and social media output

Signed:



Janet Burns, KFB Project Manager.

WAREHOUSE REPORT

Knottingley Foodbank (KFB) was overwhelmed by the public response to the March 2020 break in. At the start of the pandemic the warehouse stayed open to receive food donations but staff shortages due to shielding meant that some warehouse functions had to stop. This included recording the weights of donations, making food parcels, collecting donations from individuals and supermarkets. The high level of donations meant that storage space ran out. Some food was refused because of short shelf life (as hospitality closed) but it was redirected to The Real Food Project and other food hubs via the Covid 19 task force. The working space in the containers and Covid restrictions made it impossible to recruit new volunteers to help process these donations. When the Trustee decided to continue the KFB service I used my family of 4 to continue the warehouse operation. The family "bubble" team provided a combined 30 hours per week. A donation "drive through" was started on Saturdays to encourage local people to drive in, pop the boot open for us to access their donation. This ensured the warehouse remained covid compliant and proved to be a very successful initiative.

Trussell Trust engaged with British Gas to help foodbanks with a delivery service, their drivers and vans made our continued operation possible. BG support helped us move stock, collect Tesco donations, prepare and deliver parcels to the distribution centre and to clients. The Trussell Trust recommended that 7 day parcels were prepared during the pandemic so the workload got harder and parcels got heavier. An extra donation from Tesco Corporate (Fareshare) meant we were very thankful for the muscle provided by British Gas team! The extra from Tesco gave us good stock levels further supplemented by bulk purchases from Aldi (again collected by British Gas drivers). 7 day parcels continued to the end of the year. From May, though storage was still limited, the warehouse operation resumed the routine of stock rotation and weighing in/out. The packing lists for the parcels were adjusted according to stock availability but all contained enough for breakfast, lunch and hot dinner. Each parcel was topped up with extra sweets, treats and essential toiletries. We tried to ensure every parcel had soap (for extra hand washing) and toilet roll (in spite of nationwide shortages). The average weight of a small 7 day parcel was 16K valued at approx £15.21.

The annual stock-take was conducted in September. Stock records had been neglected for a while so the exercise was mainly to adjust the databank so records were back up to date. Another family "bubble" helped out at weekends during the Harvest Festival period enabling the warehouse to remain compliant with Covid regulations. October 2nd to November 10th was a very busy period during which we had 60 donations, amounting to 2.8 tons of food which equates to £4,900 (Tesco top up value), 100 family parcels, 2,100 meals. Volunteer hours for this period alone amounted to 50 hours equivalent (minimum) paid value of £436.00. The two family bubbles continued to work Saturdays into March 2021.

The level of donations did not slow down as Christmas approached but the size of donation particularly from local businesses increased. These included selection boxes and Advent Calendars from Cadbury. We got a good response from local donors to collect a full packing list for us which could be sent out straightaway saving us sort time and date checking. All Christmas donations were sorted and distributed within the Christmas period. Given the limitation on warehouse space and the high stock levels an agreement was made with the Methodist Church to rent one of their rooms. This provided extra storage space and a more comfortable and safer place to work; with the access to water, electricity and toilets.

The database has reported that in 2020-2021 we had a total of 54 different donors, 29 of which are new donors. This is down from the 66 donors we had in 2019-2020. The top 10 donors for this financial year are:

1. Tesco Superstore Hemsworth (6.7ton)
2. Anonymous donors
3. Drive through donation days
4. Smeaton Village
5. Willow Green Academy
6. Lidl
7. The Vale Primary Academy
8. TK Maxx
9. St Martin's Church Womersley
10. St Michael's RC Church Knottingley

Significant changes from the previous year included the loss of our collection box at Morrisons who now have their own community initiatives including a foodbank. Less donations from churches and schools due to pandemic closures and restrictions.

Knottingley Foodbank has continued to support other foodbanks and charities over the last 12 months including:

- Airedale Foodbank & Baby Bank
- Selby Foodbank
- Garforth Baby Bank
- Tiny Hands Baby Bank
- Woodhaven Dog Re-homing
- Black Cat Animal Rescue
- Marie House
- Pontefract Community Kitchen
- Selby Community Fridge (waste food)
- DeLacy High School (sanitary products)

Signed:

Louise Menzies, Warehouse Manager.



Income & Expenditure for Financial Year ending 4 April 2021

Income & Funding

The balance in the account 4 April 2021: £38,387.74

Income

Gift Aid income

One-off gifts: none

Regular payments: none

Total: Nil

Non Gift Aid Income

Grants:

Trussell Trust grant for computer/printers/cartridges/software £1,157.98

Trussell Trust Covid 19 Delivery driver £1,860

Trussell Trust ASDA Manager salary £8,492.03

WMDC grant for food purchase £500

WMDC grant for shower/utility room £664.80

WMDC Covid Winter Grant Scheme £500

Grant Total: £13,174.81

Donations: £29,765.91

Zurich Insurance claim £450

Adjustment for incorrect DD by BG Services total £92.18

Trussell Trust Tesco Top up: £409.59

Regular Payments: £60 Ellis SNT

£80 T&S Rowley

KCC payment for BT internet: £132

Bank Interest Current Acc: None

Expenditure

Foodbank Project Manager Salary, Tax, Pension & HR costs £6,360.63

Driver salary/delivery costs: £920.

Foodbank Manager mobile, Vodafone: £81.00

FB old mobile: £180

BT landline Distribution Centre: £708.16

Administration costs: £152.81

Warehouse container rental costs: £748.80 (13 payments of £57.60, rent for container)
Warehouse rental room, Ropewalk Church (from Jan 2021): £221
Other costs Warehouse: £699.80

Distribution Centre rental costs KCC: £960 (SO 12 x £80 per month)
Other Distribution Centre costs: £2,348.32

N.B. 4 DD payments were made to BG Services during Aug & Sept 2020 totalling £92.18. This was a bank error. 2 adjustment payments totalling £92.18 were made 14 Dec 2020.

Distribution Centre building cost. New packing room + stairway access to loft storage, refurbishment of toilets/creation of a disabled toilet: £10,113.94

Distribution Centre building cost. Utility room including toilet, shower, washer/drier: £6,340

31:8 Safeguarding membership fee: £129
ICO Data Protection Fee: £40

Trussell Trust Partnership fee: Nil

Uniform: £62.40

Insurance: £398.73 (January 2021)

Conference costs/expenses: Nil

Current Assets

Yorkshire Bank Current Acc: £38,387.74

Designated Funds

- Foodbank Project Manager Salary: £2,132.40 remains at the end of this financial year as a designated fund for FB Manager's salary in the next financial year.
- Driver salary/delivery costs: £940 remains at the end of this financial year as a designated fund for Delivery Driver salary/costs in the next financial year.
- Grant for computers/printers/ink cartridges/software: £453.50 remains designated for use on IT items

Assets

- Portacabin gifted to KFB
- 1 Printer/photocopier, 2 foodbank mobiles, 1 cabinet, 1 filing cabinet
- 2 new computers funded by Trussell Trust + 1 old computer

Liabilities

- No outstanding liabilities

INCOME & EXPENDITURE ACCOUNT
TIME PERIOD: 5 APRIL 2020 - 4 APRIL 2021

INCOME

Gift Aid Income

One Off Gifts	0
Regular Payments	0
Total Gift Aid Income	<u>£ -</u>

Non Gift Aid Income

Grants	£ 13,174.81
One Off Gifts	£ 29,765.91
Zurich insurance payment	£ 450.00
Adjustment: incorrect DD BG Services	£ 92.18
Tesco Collections	£ 409.59
Regular Payments	£ 140.00
Other Income	£ 132.00
Bank Interest	£ -
Total Non Gift Aid Income	<u>£ 44,164.49</u>

TOTAL INCOME

£ 44,164.49

EXPENDITURE

Manager salary, pension, HR costs	£ 6,360.63
Driver salary/delivery costs	£ 920.00
Manager mobile vodafone	£ 81.00
KFB old mobile	£ 180.00
Phone line/internet	£ 708.16
Administration	£ 152.81
Warehouse Cost: Container rental	£ 748.80
Warehouse Cost: Room rental Ropewalk	£ 221.00
Warehousing Costs	£ 699.80
Distribution Centre Cost: Rental	£ 960.00
Distribution Centre Costs	£ 2,348.32
Building development	£ 16,453.94
ICO & 31:8	£ 169.00
Trussell Trust Partnership Fees	£ -
Clothing	£ 62.40
Insurance	£ 398.73
Conferences	£ -

TOTAL EXPENDITURE

£ 30,464.59

NET SURPLUS THIS FINANCIAL YEAR

£ 13,699.90

ACCOUNT BALANCE YEAR END 4 APR 2020	£ 24,687.84
NET SURPLUS THIS FINANCIAL YEAR	£ 13,699.90
BALANCE YEAR END 4 APR 2021	£ 38,387.74

FUNDS HELD 4 APRIL 20

Yorkshire Bank 4 April 21

TOTAL

£ 38,387.74

STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDING 4 APRIL 2021

ASSETS

Fixed Assets

There are no Fixed Assets

£ -

Current Assets

Yorkshire Bank Current Account

£ 38,387.74

Cash

£ -

TOTAL ASSETS

£ 38,387.74

LIABILITIES

Current Liabilities

There are no current liabilities

TOTAL ASSETS LESS LIABILITIES

£ 38,387.74

FUNDS HELD

Unrestricted Funds

£ 34,861.84

Restricted Funds

£ 3,525.90

TOTAL FUNDS HELD

£ 38,387.74