

# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		06	04	2020			05	04	2021

## Section A

## Reference and administration details

Charity name

Feltham Food Bank

Other names charity is known by

Registered charity number (if any) 1163930

Charity's principal address

102 Hounslow Road

Feltham

Postcode

TW14 0AX

### 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	Aisha Rahman	Chair		
2	Lorraine Calvert	Joint Secretary		
3	Madeleine Darvill	Joint Secretary		
4	John Calvert	Treasurer		
5	Sindy Thornley			
6	Faouzi Saffar			
7	Helen Reed			
8	Maeve Begley			
9	Omair Nazimi			
10	Jennie Mullins			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
Bank	Barclays	Leicester, LE87 2BB

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution (Adopted on 07/10/2015)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Feltham Food Bank is very proud of its work for the duration of the Covid-19 crisis. The year started with our premises closed for 8 weeks. However, Feltham Food Bank continued to meet its aim of "relieving hardship" by working as part of the "Covid-19 Emergency Food Response" for the local area. This was in partnership with Feltham Salvation Army, Riverside Vineyard Storehouse, Christ Church Feltham, Reach Academy and volunteers linked to the "Feltham Community" Facebook group. Support was provided to between 120 and 150 very vulnerable local families every week from late March 2020 to April 2021.

During the period that Feltham Food Bank was closed and throughout the year from 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021 many of our volunteers and a substantial proportion of food donations received helped the "Covid-19 Emergency Food Response" to provide food for local families.

Feltham Food Bank was founded in March 2013 and became a registered charity on 12<sup>th</sup> October 2015.

Organisation in the year from 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021:

- Aisha Rahman was one of the founder members of Feltham Food Bank at its launch in March 2013. Aisha continues to be Chair of Trustees.
- Lorraine Calvert and Madeleine Darvill (Joint Secretaries) deal with administrative tasks.
- John Calvert (Treasurer) deals with finances. Also, day to day practical tasks including: donations of food and toiletries.
- Faouzi Saffar is Feltham Food Bank's link to the Feltham HIRA Association (Charity No. 1146678) where he is also a Trustee. HIRA provide premises for Feltham Food Bank free of charge.

All the Trustees give their time voluntarily and receive no remuneration or other benefits.

Two Trustees, Chandrika Makwana and Julie Shah, stood down in March 2021. The input and expertise they have provided is much appreciated.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The relief of financial hardship among people living or working in the London Borough of Hounslow or in local authority areas closely neighbouring the London Borough of Hounslow, by providing persons with food and household items which they could not otherwise afford through lack of means.

At Feltham Food Bank meetings, when planning activities for the year, we kept in mind the Charity Commissions guidance on public benefit.

The sole focus of Feltham Food Bank's activities is the provision of food, toiletries, baby and household supplies to individuals and families who have been referred as needing support. This benefits the people concerned by providing food and supplies for 4 to 5 days when they have very limited means or, in some cases, no means to purchase food. We welcome and support anyone who has been properly referred for assistance.

Please see below in Section D for details of the number of referrals received and people helped.

Feltham Food Bank has built up a fantastic reputation for being welcoming, caring and responsive. This positive feedback has come from both service users and professionals who make referrals. An example is an online comment from a newly referred service user:

***"People at Feltham Food Bank are very friendly. They make you feel comfortable with their approach. These guys are real life savers in this pandemic. Keep doing this guys."***

Feltham Food Bank is fortunate to continue to receive substantial donations of food and money. During the Covid-19 crisis this support has increased. In a typical week, during the year from April 2020 to April 2021, Feltham Food Bank received about 100 supermarket "bags for life" full of food and more than £400 cash donations. This support has enabled Feltham Food Bank to provide very large amounts of food to our partners at Feltham Salvation Army, Riverside Vineyard Storehouse and Christ Church Feltham.

In late May 2020 Feltham Food Bank resumed the direct provision of food whilst continuing to support our partners in the "Covid-19 Emergency Food Response". For two months all food parcels were delivered, then from late July 2020 to April 2021 some food parcels were delivered and some were collected by the service users. Considerable effort was made to maximise the food support that Feltham Food Bank provided whilst working in accordance with Covid-19 guidance.

Feltham Food Bank's constitution is clear that in relation to Trustees, volunteers and people receiving assistance we will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Feltham Food Bank has a total of about 35 Trustees and volunteers. The Trustees work as ordinary volunteers in addition to their Trustee role.

Trustees and volunteers are required to read and sign the following policies of Feltham Food Bank: Confidentiality and Code of Conduct; Safeguarding Statement. Also, they must have regard to Feltham Food Bank's Constitution and Safety Statement.

Over the past year Feltham Food Bank has ensured that all Trustees and Volunteers have up to date DBS checks.

As detailed earlier the sole focus of Feltham Food Bank is the provision of food, toiletries, baby and household supplies. There is a great deal of work involved collecting donations of food, supplies and money. We aim to provide a good nutritional balance and to meet dietary needs (either health related e.g. gluten free or religious e.g. halal or kosher or ethical e.g. vegetarian or vegan). Also, we provide age appropriate food, nappies and provisions for babies.

As a result of the excellent and ongoing donations of food and money that we received in the year 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021 the quality and quantity of the food we provide continues to increase and improve. All food parcels now include: fresh fruit and/or vegetables, toilet rolls and clothes washing tablets. Also, when appropriate, we provide women's sanitary products, baby food and nappies.

The contents of food parcels are discussed with the service user to help meet their individual needs and to minimise wastage of food.

Feltham Food Bank continues to work hard to be more environmentally sustainable in various ways, such as:

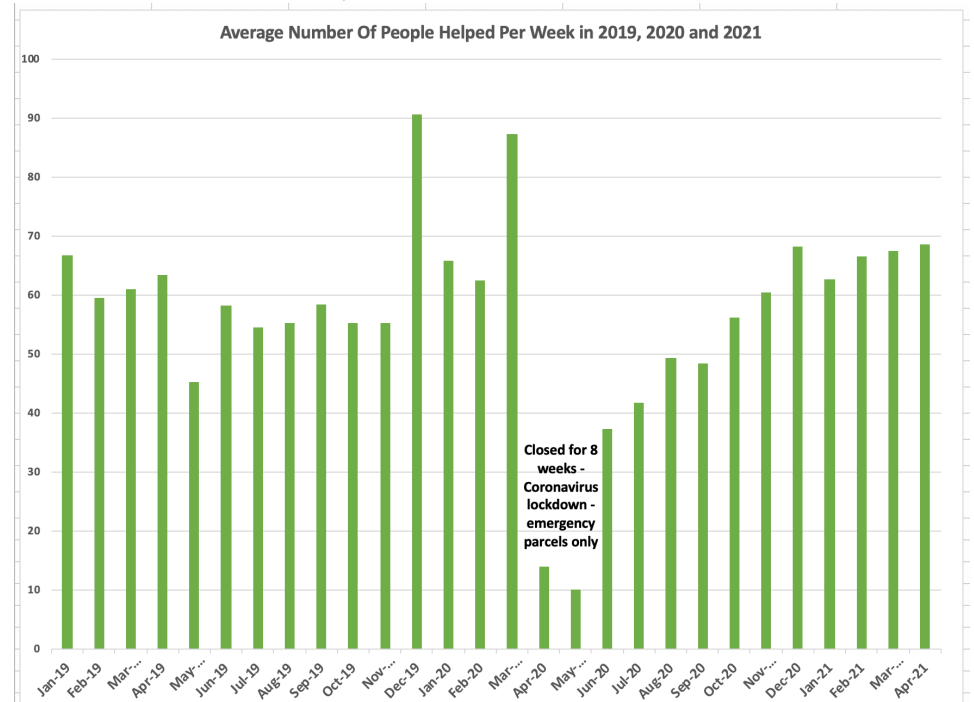
- Normally service users are asked to provide their own bags but this has not always been appropriate during the Covid-19 crisis. As much as is possible, we use biodegradable or paper carrier bags and reuse donated carrier bags.
- Packing toilet rolls and clothes washing tablets in paper bags rather than plastic bags.
- A well-insulated storage shed that requires only minimal background heating.
- Recycling paper, cardboard and plastic whenever possible.



### Summary of the main achievements of the charity during the year

All recipients of support from Feltham Food Bank have been referred by a professional organisation (e.g. CAB, DWP, Children's Services, Adult Social Care, Mental Health Teams, Schools, NHS community staff and social housing providers). We are able to meet emergency requests for help. A referral entitles the individual or family to make 4 separate visits to the food bank to collect a food parcel.

The following chart shows the number of people helped per week for each month since January 2019.



It is notable that since the end of May 2020, when Feltham Food Bank reopened, the number of people helped rapidly returned to levels seen before the Covid-19 crisis.

PLEASE NOTE: this chart does not include the huge number of local families that were helped by Feltham Food Bank's involvement in the local "Covid-19 Emergency Food Response".

In the year from 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021 we had 1,072 visits to the Food Bank providing food for 1,503 adults and 1,210 children. In addition, at Christmas 2020, we provided 45 families (66 adults and 81 children) with substantial Christmas Hampers.

Again, PLEASE NOTE: these figures do not include the local families that were helped by the "Covid-19 Emergency Food Response".

Over the last 8 years Feltham Food Bank has built up a large network of support. Some examples are:

- Many local schools do a food collection at least once a year.
- Local businesses, from large companies like DHL, Nomad Foods and BP to small companies that regularly donate food and money.
- A local church has collected food for 8 years.
- Feltham Food Bank also has permanent food collection boxes at local Tesco and Asda stores.

An example of help we have provided is a person referred by the Mental Health Team. Their serious mental health difficulties had led to them not eating properly. Careful and patient discussion with the service user resulted in them getting the food they like and would eat. Very positive feedback about improvements to their physical and mental health.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

In the year from 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021 Feltham Food Bank had a surplus of £13,284.

As a result, Feltham Food Bank's cash assets increased from £13,896 on 5<sup>th</sup> April 2020 to £27,180 on 5<sup>th</sup> April 2021.

At 5<sup>th</sup> April 2021 Feltham Food Bank held funds in the bank of £27,141 (£10,132 in current account and £17,009 in savings account) plus £39 petty cash totalling £27,180, all of which is unrestricted funds.

An independent examination of the Feltham Food Bank accounts has been done by Mike Foston. He had "no concerns" about the accounts.

### Details of any funds materially in deficit

Not applicable.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In addition to the very substantial donations of food, toiletries, baby and household supplies detailed above, **Feltham Food Bank received:**

£6,293 – routine donations from local residents and businesses;

£2,380 – Heathrow Baggage Operations / Community Trust;

£3,375 – Covid-19 grant from London Borough of Hounslow;

£23,938 – additional Covid-19 donations from residents and businesses.

#### **Feltham Food Bank spent:**

£5,281 – topping up food, toiletries, baby and household supplies;

£3,613 – food and treats for Christmas Hampers;

£8,926 – extra food and supplies due to the Covid-19 crisis;

£833 – extra food and supplies, related to the Covid-19 grant from London Borough of Hounslow.

£2,371 – essential items to ensure safe working during the Covid-19 crisis, see Supplementary to Accounts for details.

## Section F

## Other optional information

In addition to our Constitution, Feltham Food Bank has the following policies in place: Confidentiality and Code of Conduct; Safeguarding Statement; Safety Statement (updated in May 2020).

The Accounts, Supplementary to the Accounts and this Annual Report have been, as best as possible, prepared in accordance with:

- Feltham Food Bank's Constitution;
- Accounting and Reporting by Charities: Statement of Recommended Practice;
- The Charities Act 2011;
- UK Generally Accepted Practice.

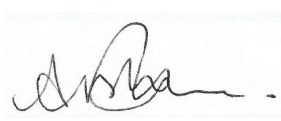
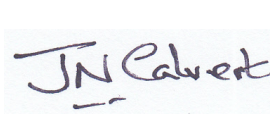
Insofar as they apply.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

Signature(s)

Full name(s)

Aisha Rahman

John Calvert

Position (eg Secretary, Chair, etc)

Chair of Trustees

Treasurer

Date

15<sup>th</sup> May 2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Feltham Food Bank

No (if any)  
1163930

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
6th April 2020

To


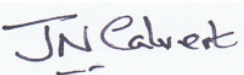
Period end date  
5th April 2021

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations for food & household supplies	6,293	-	-	6,293	7,082
Business donations	2,380	-	-	2,380	11,371
Grants	3,375	-	-	3,375	2,830
Donations for Covid-19 emergency	23,938	-	-	23,938	152
Miscellaneous	5	-	-	5	5
Donations for storage shed	-	-	-	-	1,522
HMRC Gift Aid	-	-	-	-	342
<b>Sub total (Gross income for AR)</b>	<b>35,991</b>	<b>-</b>	<b>-</b>	<b>35,991</b>	<b>23,304</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Phone and website					
<b>Total receipts</b>	<b>35,991</b>	<b>-</b>	<b>-</b>	<b>35,991</b>	<b>23,304</b>
<b>A3 Payments</b>					
Food & household supplies	5,281	-	-	5,281	5,908
Stationery & printing	128	-	-	128	418
Insurance	165	-	-	165	153
Storage & safety	572	-	-	572	449
Mobile phones & website	339	-	-	339	100
Christmas hampers	3,613	-	-	3,613	3,276
Miscellaneous	40	-	-	40	101
Covid-19 (food & supplies)	8,926	-	-	8,926	500
Covid-19 (PPE, bags, sanitiser, etc)	2,371	-	-	2,371	-
Covid-19 LB of Hounslow (food & supplies)	833			833	
DBS checks (Voluntary Action Harrow)	439			439	
Loan repayment	-	-	-	-	1,750
Publicity materials & storage equipment	-	-	-	-	1,275
<b>Sub total</b>	<b>22,707</b>	<b>-</b>	<b>-</b>	<b>22,707</b>	<b>13,930</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>22,707</b>	<b>-</b>	<b>-</b>	<b>22,707</b>	<b>13,930</b>
<b>Net of receipts/(payments)</b>	<b>13,284</b>	<b>-</b>	<b>-</b>	<b>13,284</b>	<b>9,374</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>13,896</b>	<b>-</b>	<b>-</b>	<b>13,896</b>	<b>4,522</b>
<b>Cash funds this year end</b>	<b>27,180</b>	<b>-</b>	<b>-</b>	<b>27,180</b>	<b>13,896</b>



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	Current account	10,132	-	-
	Savings account	17,009	-	-
	Petty cash	39	-	-
	Total cash funds	27,180	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	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
		Aisha Rahman		15th May 2021
		John Calvert		15th May 2021

**Feltham Food Bank (Charity Number 1163930)**

**For the Period 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021**



**Statement of assets and liabilities at the end of the 2020 – 2021 financial year**

- Cash Assets £27,180
- Liabilities £0

**Supplementary notes to receipt and payment accounts**

**A1 Donations:** All cash donations for food and household supplies came from local residents, businesses and community organisations.

**A1 Grants:** One grant of £3,375 received from London Borough of Hounslow on 1<sup>st</sup> April 2021 to help purchase food and household supplies in relation to the Covid-19 crisis for the period from 1<sup>st</sup> April to 30<sup>th</sup> June 2021.

**A1 Miscellaneous:** £5 interest received on Barclays Bank savings account.

**A3 Food & household supplies:** Funds are used to purchase additional food, toiletries and other household supplies. Feltham Food Bank aims for a good nutritional balance in our food parcels. Cash donations received are also used to purchase good quality fresh fruit and vegetables that are added to every food parcel. In addition, it is sometimes necessary to purchase food to meet special dietary needs and to provide items such as baby food, baby nappies and feminine hygiene products.

**A1 and A3 Covid-19 crisis:** the Covid-19 crisis started a few weeks before the beginning of this financial year. Over the duration of the Covid-19 crisis Feltham Food Bank has received generous donations totalling £23,938. These individual donations, all from local residents, have ranged from £5 to £2,000.

Of this money received, £8,926 was used for general food supplies to meet increased demand and £3,613 to provide food for Christmas hampers.

Also, £2,371 was used for additional costs related to the Covid-19 crisis. In detail, this was £722 for PPE and hand sanitiser, £173 (12 months at £14.39) for Zoom subscription, £205 for mobile phone charges, £197 for labels, £1,008 for carrier bags and £66 for a trolley to carry food.

Additionally, in relation to Covid-19 we received the grant from London Borough of Hounslow detailed in A1 Grants above. £833 has so far been spent on food and household supplies.

It is expected that the additional expenditure to meet the needs generated by the Covid-19 crisis will continue throughout the summer of 2021.

**A3 Mobile phone & website:** Call charges for Feltham Food Bank mobile (07448831297) and costs of web hosting for Feltham Food Bank website – [www.felthamfoodbank.org](http://www.felthamfoodbank.org) Due to the demands of the Covid-19 crisis a second mobile (07783368928) has been purchased.

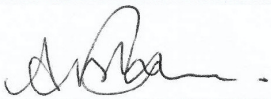
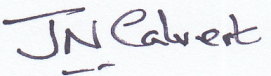
**A3 Miscellaneous:** £40 for a gift of flowers to a Feltham Food Bank volunteer.

**A3 DBS checks:** Feltham Food Bank has ensured that all Trustees and Volunteers have up to date DBS checks. As part of that process we have done 22 DBS enhanced checks, using Voluntary Action Harrow as the umbrella organisation to administer the checks.

**Net of Receipts/(Payments):** In the period from 6<sup>th</sup> April 2020 to 5<sup>th</sup> April 2021, Feltham Food Bank had a surplus of £13,284.

**Independent examination:** An independent examination of the Feltham Food Bank accounts has been done by Mike Foston. He had “no concerns” about the accounts.

**Signed on behalf of the charity's Trustees:**

Signatures		
Full Names	<b>Aisha Rahman</b>	<b>John Calvert</b>
Positions	<b>Chair of Trustees</b>	<b>Treasurer</b>
Date	<b>15<sup>th</sup> May 2021</b>	<b>15<sup>th</sup> May 2021</b>



## **Independent examiner's report to the trustees of Feltham Food Bank**

I report to the trustees on my examination of the accounts of Feltham Food Bank for the year ended 5<sup>th</sup> April 2021.

### **Responsibilities and basis of report**

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

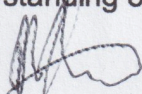
### **Independent examiner's statement**

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

1. accounting records were not kept in respect of Feltham Food Bank as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name:

MIKE FOSTON

Relevant professional qualification or membership of professional bodies (if any):

Address:

34 CRANLEIGH ROAD  
FELTHAM  
TW13 4QD

Date:

7/5/2021