

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	04	2023		05	04	2024

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	Keridwen Apronti	Joint Secretary		
4	John Calvert	Treasurer		
5	Madeleine Darvill			
6	Nina Walsh			
7	Helen Reed			
8	Jennie Mullins			
9	Nadeem Manzar			
10	Mary Hatherley			
11	Paul Hatherley			
12	Faouzi Saffar			
13	Sindy Thornley		Stood down - 16 Sept. 2023	
14				
15				
16				
17				
18				

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 was founded in March 2013 and became a registered charity on 12th October 2015.

Feltham Food Bank is immensely proud to support some of the most vulnerable in the local community with food supplies.

Feltham Food Bank is honoured and very grateful to have been supported by Feltham HIRA since March 2013. Starting in January 2024, a contribution of £120 per month is made to Feltham HIRA.

Due to the ongoing cost of living challenges, there has been a high demand for our service. Sometimes, over the year, we have had a waiting list. We monitor this closely and have put measures in place to support families until we had the capacity to support them with food and supplies.

Organisation in the year from 6th April 2023 to 5th April 2024:

- **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 **Keri Apronti** (Joint Secretaries) deal with the bulk of administration. **Nadeem Manzar** covers several administrative tasks.
- **Madeleine Darvill** deals with volunteer recruitment and rotas, and day to day practical tasks to maintain food supplies
- **John Calvert** (Treasurer) deals with finances, some administrative tasks and day to day practical tasks to maintain food supplies.
- **Faouzi Saffar** is Feltham Food Bank's link to the Feltham HIRA Association (Charity No. 1146678) where he is also a Trustee. HIRA provide our premises.

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

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 supplies and basic household supplies to individuals and families who have been referred as needing support. This benefits the people concerned by providing food and supplies for 3 to 4 days when they have very limited means or, in some cases, no means to purchase food. We welcome and support anyone who has been referred for assistance.

Feltham Food Bank has built up a fantastic reputation for being welcoming, caring and responsive. Thanks to Madeleine Darvill and others we provide gift bags to mark special days, such as Mother's and Father's Day. Using generous donations from local companies, such as Lindt, from the Hampton branch of The Hygiene Bank <https://thehygienebank.com> and donations from Trustees and volunteers.

Positive feedback has come from both service users and professionals who make referrals. An extract from a recent note from a Service User was: ***"Thank you so much for the Mother's Day gift bag. You made my day!"***

Feltham Food Bank is fortunate to continue to receive substantial donations of food and money throughout the year. In a typical week, Feltham Food Bank received more than 40 supermarket "bags for life" full of food and various large and small cash donations. This generous ongoing support has enabled Feltham Food Bank to supply surplus food to our food bank partners at Vineyard Storehouse in Feltham.

Since November 2021, Feltham Food Bank has been supporting some local asylum seeker families placed in hotels where no food is provided. We are continuing to support between 8 and 10 asylum seeker families each week.

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 12 Trustees and a rotation of around 35 volunteers. Most 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.

Feltham Food Bank aims to ensure that Trustees and Volunteers have up to date DBS checks.

For Trustees and volunteers of Feltham Food Bank there is a great deal of work involved collecting donations of food, supplies and money. Our aim is 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). We provide women's sanitary products as required. 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 6th April 2023 to 5th April 2024 the quality and quantity of the food we provide continued at a high standard. All food parcels include fresh fruit and/or vegetables and clothes washing tablets. Also, when appropriate, we provide, baby food and nappies.

From early 2023, we now receive weekly donations of bread, rolls and cakes from The Cavan Bakery, a local company.

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

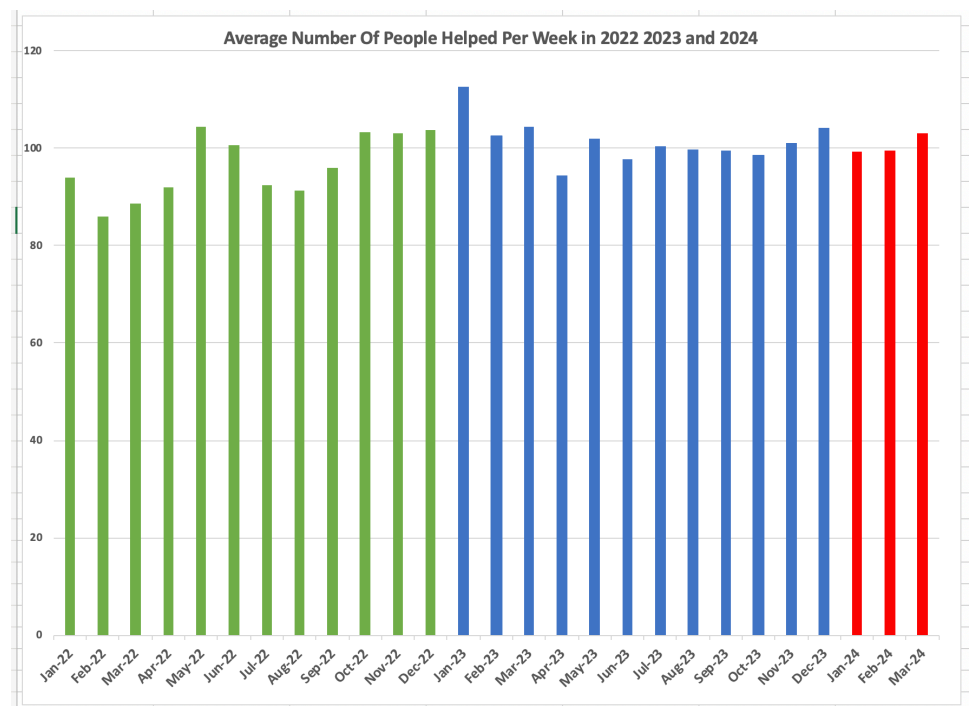
Feltham Food Bank continues to work hard to be more environmentally sustainable in various ways, such as:

- An insulated storage shed that needs minimal background heating.
- Packing clothes washing tablets in paper bags.
- Using biodegradable plastic, recycled plastic or paper carrier bags.
- Recycling paper, cardboard and plastic whenever possible.
- Sharing excess food with local agencies to further reduce waste.

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 sometimes 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 2022.



In the year from 6th April 2023 to 5th April 2024 we had 1,570 visits to the Food Bank providing food for 2,770 adults and 2,528 children. In addition, at Christmas 2023, we provided 47 families (83 adults and 76 children) with substantial Christmas Hampers.

A local school referred a lone parent with two young children. After the loss of a good job due to serious illness, the father really struggled financially. This was made worse by delays and errors in the payment of Universal Credit. Feltham Food Bank provide substantial food parcels, plus extras for the children, for a period of several months.

Over the last 11 years Feltham Food Bank has built up a large network of support. Some examples are:

- Feltham Food Bank also has permanent food collection boxes at local Tesco and Asda stores. Special thanks to both Tesco and Asda for their support over the last 11 years.
- Some local schools do food collections.
- Local businesses, from large companies like Royal Mail and Lindt to small companies regularly donate food and money.
- A local church has collected food for 11 years.
- Local residents donate money, food, or set up and pay for supermarket food deliveries buying food that we request.
- **hey girls...** social enterprise provides supplies of women's sanitary products free of charge. <https://www.heygirls.co.uk>

Section E

Financial review

Brief statement of the charity's policy on reserves

In the year from 6th April 2023 to 5th April 2024 Feltham Food Bank had a surplus of £2,058. This figure is slightly misleading as we received a grant of £5,200 just 10 days before the end of the financial year. So, we effectively had a deficit of £3,142 for the year.
Feltham Food Bank's cash assets increased from £35,387 to £37,445. On 5th April 2024 Feltham Food Bank held funds in the bank of £11,857 in current account, £25,409 in savings & £179 petty cash.
An independent examination of the Feltham Food Bank accounts was done by Peter Webb, Penn Consultants. He had "no concerns."

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, financial donations received by Feltham Food Bank were:
£18,761 – routine donations from local residents and businesses;
£2,500 – from local businesses;
£9,600 – in total from two grants made by London Borough of Hounslow;
£1,675 – HMRC Gift Aid;
£339 – interest from savings account.
Payments made by Feltham Food Bank included:
£19,648 – topping up food, toiletries, baby and household supplies;
£4,223 – food and treats for Christmas Hampers;
£4,422 – extra food and supplies, related to the grants from London Borough of Hounslow;
£480 contribution to Feltham HIRA Association.

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 Statements.

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.

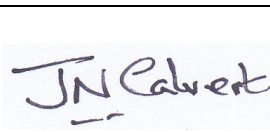
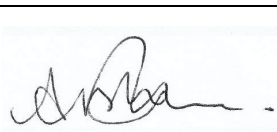
Insofar as they apply.

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


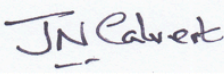
Position (eg Secretary, Chair, etc)

Chair of Trustees

Treasurer

Date: 9th June 2024

	A	B	C	D	E	F	G	H	I	J
1	 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name						No (if any)		CC16a
2		Feltham Food Bank						1163930		
3		Receipts and payments accounts								
4		For the period		Period start date		To		Period end date		
5		from		6th April 2023				5th April 2024		
6										
7	Section A Receipts and payments									
8		Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year				
9		to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £				
10	A1 Receipts									
11	Donations for food & household supplies	18,761	-	-	18,761	22,386				
12	Business donations	2,500	-	-	2,500	1,725				
13	Grants - London Borough of Hounslow	9,600	-	-	9,600	7,700				
14	Interest on savings	339	-	-	339	346				
15	HMRC Gift Aid	1,675	-	-	1,675	1,237				
16										
17	Sub total (Gross income for AR)	32,875	-	-	32,875	33,394				
18										
19	A2 Asset and investment sales, (see table).									
20		-	-	-	-	-				
21	Sub total	-	-	-	-	-				
22										
23	Total receipts	32,875	-	-	32,875	33,394				
24										
25	A3 Payments									
26	Food & household supplies	19,648	-	-	19,648	13,056				
27	Stationery & printing	95	-	-	95	358				
28	Insurance	165	-	-	165	165				
29	Storage & safety	1,075	-	-	1,075	1,611				
30	Mobile phones & communications	227	-	-	227	488				
31	Christmas hampers	4,223	-	-	4,223	3,634				
32	Food purchased with Hounslow grants	4,422	-	-	4,422	8,927				
33	Wheeled banner	309			309	-				
34	HIRA contribution	480			480	-				
35	DBS checks (Voluntary Action Harrow)	126			126	42				
36	Miscellaneous	47			47	621				
37										
38	Sub total	30,817	-	-	30,817	28,902				
39										
40	A4 Asset and investment purchases, (see table)									
41		-	-	-	-	-				
42	Sub total	-	-	-	-	-				
43										
44	Total payments	30,817	-	-	30,817	28,902				
45										
46	Net of receipts/(payments)	2,058	-	-	2,058	4,492				
47	A5 Transfers between funds	-	-	-	-	-				
48	A6 Cash funds last year end	35,387	-	-	35,387	30,895				
49	Cash funds this year end	37,445	-	-	37,445	35,387				
50										

51					
52	Section B Statement of assets and liabilities at the end of the period				
53	Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
54			to nearest £	to nearest £	to nearest £
55	B1 Cash funds	Current account	11,857	-	-
56		Savings account	25,409	-	-
57		Petty cash	179	-	-
58		Total cash funds	37,445	-	-
59		(agree balances with receipts and payments account(s))	OK	OK	OK
60			Unrestricted funds	Restricted funds	Endowment funds
61		Details	to nearest £	to nearest £	to nearest £
62	B2 Other monetary assets		-	-	-
63			-	-	-
64			-	-	-
65			-	-	-
66			-	-	-
67					
68		Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
69	B3 Investment assets			-	-
70				-	-
71				-	-
72				-	-
73					
74		Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
75	B4 Assets retained for the charity's own use			-	-
76				-	-
77				-	-
78				-	-
79				-	-
80				-	-
81					
82					
83		Details	Fund to which liability relates	Amount due (optional)	When due (optional)
84	B5 Liabilities			-	
85				-	
86				-	
87				-	
88					
89	Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
90			Aisha Rahman		12th May 2024
91			John Calvert		12th May 2024
92					
93					

Feltham Food Bank (Charity Number 1163930)

For the financial year 6th April 2023 to 5th April 2024

Statement of assets and liabilities at the end of the 2023 – 2024 financial year

- Cash Assets £37,445
- Liabilities £0



Supplementary notes to receipt and payment accounts

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

A1 Donations: Two cash donations for general use came from local businesses. Total received £2,500.

A1 Grants: Two grants from London Borough of Hounslow. Total received £9,600 to help purchase food and household supplies. These grants were: 1) Household Support Fund - £4,400, 2) Household Support Fund - £5,200.

NOTE: The grant for £5,200 was received on 28th March 2024 and will be spent in the 2024 – 2025 tax year.

A1 Interest on savings: £339 interest received on Barclays Bank savings account.

A1 HMRC Gift Aid: £1,675 received from HMRC 2022-23 tax year.

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.

A3 Mobile phones & communications: Call charges for Feltham Food Bank mobiles (07448831297 & 07783368928).

A3 Miscellaneous: £47 for flowers sent to a Trustee following the death of a close relative.

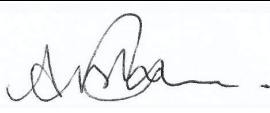
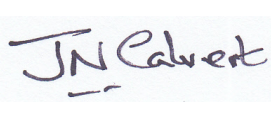
NOTE: no Trustees or Volunteers receive any payment for their time helping at Feltham Food Bank.

Net of Receipts/(Payments): From 6th April 2023 to 5th April 2024, Feltham Food Bank had a surplus of £2,058.

NOTE: the recorded surplus of £2,058 was impacted by the receipt of the £5,200 grant from London Borough of Hounslow one week before the end of the financial year. Therefore, effectively there was a deficit of £3,142 for the 2023 – 2024 financial year. As cash assets are £37,445, this deficit is not a cause for concern.

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

Signed on behalf of the charity's Trustees:

Signatures		
Full Names	Aisha Rahman	John Calvert
Positions	Chair of Trustees	Treasurer
Date	12th May 2024	12th May 2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Feltham Food Bank

On accounts for the year
ended

5th April 2024

Charity no
(if any)

1163930

Set out on pages

1 and 2 of the Annual accounts 2023 – 2024 (Excel spreadsheet) and in the
Supplementary Notes 2023 – 2024.

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended **05/04/2024**.

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 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:

May 1st 2024.

Name:

Peter Webb

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

Address:

14 The Oaks

West Byfleet

KT14 6RL