

Trustees Report

Neath Food Bank

Trustees Annual Report for the Year Ending August 31st 2020

Charity Name: Neath Foodbank

Charity Registration No: 1166053

Charity Address: Orchard Place Baptist Church, 26-28 Orchard Street, Neath, SA11 1DT

Objectives and Activities

The Neath Foodbank operates under the umbrella of the Trussell Trust, and as such, adopts its purposes and objectives. (Trussell Trust. Charity Registration No 1110522) The Foodbank is situated within the Orchard Place Baptist Church.

The Foodbank purpose is to 'provide dignified, compassionate support to people in crisis. To engage the community to provide food and additional support to local people who are without access to food, because of a lack of money'.

The Neath Foodbank is operated by a body of Trustees and a team of dedicated volunteers, who are passionate about delivering much needed food and support to people in crisis. The Trustees come from a variety of backgrounds, and bring differing skills and experience to helping guide the Foodbank operation in an effective and efficient manner, with the aim of always being available, and able to satisfy the needs of those families and individuals in need. The Trustees are all aware of the responsibility they have, and their obligations they have to comply with Charity Commission requirements.

Structure, Governance and Management

Type of Governing Document: A Constitution

How the Charity is constituted: Unincorporated association

Trustee selection method: Trustees have been appointed from a variety of backgrounds, with the aim of ensuring their commitment to the Charity aims, and that they can bring specific experience and skills to uphold the Foodbank objectives. Trustees will serve for a period up to one year, and can be re-elected at AGM. A minimum of 5 Trustees will serve, with a maximum of 10. New Trustees are appointed by the existing Trustee body.

Achievements and Performance in the Year

All daily operational activities during the latter half of the year have been significantly affected by the Covid 19 virus, however the Foodbank has always been open throughout every week of the year, ensuring those in need were always able to receive their food parcels. The Orchard Place Chapel building was closed to all Church activities from March through August, but it made an exception for the Foodbank operation to use all facilities as usual, at all times.

As a team, we spent a good deal of time preparing appropriate risk-assessments to do everything we could to ensure we could do our very best to keep everyone safe from the virus, whilst we kept the operation open as normal. There were many operational changes to be made, and challenges to be overcome, but all the team responded wonderfully well throughout the year to ensure all our clients were able to receive their food parcels. Some of our regular volunteers were deemed to be in vulnerable age groups, and could not attend to help, - but many younger people then volunteered to ensure continuity. Referral agencies were closed for a good deal of the year, and we introduced other ways of communicating with them, and because many clients had to self-isolate for periods, we also introduced a delivery service where required run by ourselves, and by local taxis. All these efforts coupled with the generosity of many of the local supermarkets, meant that our Foodbank during the year was able to redeem 1,334 food vouchers, and this enabled 1,797 adults and 879 children to be fed.

Stocks of food in the early part of the year decreased as did donations of food, and this became a concern, but in the second half of the year, donations from the supermarkets increased, and our stocks quickly replenished. Whilst in the latter part of the year, our client numbers dropped as other agencies in the town were also supplying food, we are now seeing client numbers increase again as these temporary outlets close.

Financial results

There was a surplus during the year of £21,674, mainly resulting from Grants of £9,898 received during the Pandemic, and the Foodbank having to purchase £6,685 less food, as 'donations received' also increased by £6,027.

Reserves during the year also increased, as members of our team dedicated themselves to ensure we secured all the local support/grants that were available to us. The closing reserves stood at £46,276, and the Trustees decided to use some of this additional money to support other local needs, and we were pleased at the end of the year to help a local comprehensive school by giving £2,500, enabling the school to purchase 10 tablets, so that additional children could continue their learning at home whilst school was closed. The year closed with us having cash reserves of 46,276, and our policy is that we maintain a minimum of £6,000 in our reserve, which would allow the Foodbank to continue operating for a further 6 month period, if a 'closure' situation were to be agreed. Our sources of funding remain similar, and are essentially monetary/food donations from the local community and a number of retail shops and supermarkets, particularly Tesco, who operate a monetary 'top-up' arrangement for Foodbank. Coupled with this, we ensure that we apply for, and receive any grants that may become available to us.

We are always mindful that we still face potential risks to our funding, in that we have to keep communicating with individuals and businesses, to ensure that the ongoing Foodbank needs are always made evident in the community. The trustees meet periodically, and review all forms of income, costs and the reserves position.

During the last year, we have also increased our learning and training, as we recognise the need for all our team to keep up to date in their knowledge, and the routines we use. We have been present at additional on-line sessions, and are making use of all the Trussell Trust training offerings.

We believe that despite the challenges and difficulties during the year, we have still delivered an excellent service to those who have had cause to visit the Foodbank, and during those visits, we have tried to show the most compassion we could, recognising the additional difficulties our clients faced having to face the pandemic in addition to their plight of being short of food.

The Trustees who manage the charity and who were in office during the year are:

Reverend Lynda Newman Chair-person

Reverend James Caddick Secretary

Reverend Ian Anderson

Peter Swindale

Arthur Potts

Mark Jones Treasurer (new appointee for the year)

There are no Corporate Trustees, or Trustees holding title to property belonging to the Charity.

There are no Funds held as Custodian Trustees on behalf of others.

Names and addresses of other Advisors: The Trussell Trust, Unit 9 Ashfield Trading Estate, Ashfield Road, Salisbury, Wilts. SP2 7HL

Declarations

The Trustees declare that they have approved the trustee's report above.

Signed on behalf of the charity's Trustees:

Signatures: Rev. L. E. Newman

Full names: LYNDA ELIZABETH NEWMAN

Position: Chair-person

Date: 18th August 2021

Neath Foodbank Accounts 2019-2020

Neath Food Bank

Income and Expenditure Account for the Year Ending 31st August 2020

	<u>Year End 31.8.20</u>	<u>Year End 31.8.19</u>
<u>Income</u>		
Donations	18262.95	12236.37
Grants	9898.34	
Tesco 'Top Up'	2284.24	2191.88
	<u>30445.53</u>	<u>14428.25</u>
<u>Expenditure</u>		
Trussell Trust membership	0	360
Storage (shelves & containers)	131.64	0
Telephone & Internet	425.32	340.49
Food purchases	3533.02	10218.71
Stationery	301.89	467.09
Donation for use of premises	2000	2000
Insurance	168	168
Information Commissioner	35	35
Postage	122	0
Bags n' Boxes'	182.9	0
Water boiler & mugs	205.68	0
Office furniture	460.68	0
PPE Equipment	550.06	0
Laptop, computer, phone	605.87	0
Miscellaneous	49.4	0
	<u>8771.46</u>	<u>13589.29</u>
Net surplus for the year	21674.07	838.96
Add: Bank Balance B/Fwd	24602.68	23763.72
Closing Bank Balance	<u>46276.75</u>	<u>24602.68</u>

Neath Foodbank Auditor's Report

Independent Examiner's Report

Report to the Trustees of Neath Foodbank

I report on the accounts of the Foodbank for the year to 31st August 2020, which are set out on the attached Account.

Respective responsibilities of Trustees and Examiners

The Foodbank's Trustees are responsible for the preparation of the accounts, and the Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (The 2011 Act), and that an independent examination is needed.

It is my responsibility to:

- a. Examine the accounts under section 145 of the 2011 Act.
- b. To follow the procedures laid down in the general directions given by the Charity Commission (under section 145 (5b) of the 2011 Act, and
- c. To state whether particular matters have come to my attention.

Basis of Independent Examiners report

My examination was carried out in accordance with the general directions given by the Charities Commission. An examination includes a review of the accounting records kept by the Foodbank, and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

Independent Examiners statement

In connection with our examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 130 of the 2011 Act; and
 - b. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Mr I Hutchinson

Signed:



Date:

16/08/2021

Address: 20 The Paddocks, Tonna, Neath, SA113FD