



## Trustees' Annual Report for the period

**From**

**To**

Period start date

Period end date

01  
04  
2020

31  
03  
2021

## Section A

## Reference and administration details

**Charity name**

Ribble Valley Gateway Trust

**Other names charity is known by**

**Registered charity number (if any)**

1167261

**Charity's principal address**

15 The Acres

Barrow,

Clitheroe

**Postcode**

**BB7 9BH**

**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)**

Colin White Chair	1
Co-opted	
Rev. Andrew Froud	2
St. Mary Magdalene Parish Church, Clitheroe	
Rev. Michele Jarmany	3
Clitheroe United Reformed Church	
Rev. Mark Woodward	4
Clitheroe Community Church	
Kathryn Weston	5

St. James' Church, Clitheroe

6

Sion Hall

St. Michael and St. John's RC Church, Clitheroe

8

Rita Heyes

Until 14/9/20

Trinity Methodist Church, Clitheroe

9

Jill Downes

Minute Secretary

St. Paul's Church, Low Moor

10

Brenda Wise

Until 30/11/20

Clitheroe Salvation Army

Steven Lancaster

Until 30/11/20

The Grand at Clitheroe

David Butterworth

From 14/9/20

Trinity Methodist Church, Clitheroe

Alan Meyer

Clitheroe Christians in Partnership

Jean Holmes

From 1/3/21

Co-opted

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**

N/A

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

**Type of adviser**  
**Name**

**TAR**



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

## **Section B                      Structure, governance and management**

### **Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

CIO Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Association

Trustee selection methods  
(eg. appointed by, elected by)

Nominated by local churches and Christian groups in Clitheroe, Ribble Valley plus up to 2 co-optees

### **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.

The Trust has established an inclusive organisational structure based on active and enduring links with Christian churches in Clitheroe and Longridge. This is reflected in strong levels of volunteering, donations of food and finance and promotion of the Trust's services within the Ribble Valley communities.

The Trust has practical links with around 40 referral agencies and two local authorities.

The Trust has adopted formal policies regarding safeguarding, risk management and health and safety and is in the process of putting in place broader policies including staff and volunteer handbooks.

## **Section C Objectives and activities**

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

The objects of the charity are for the benefit of people primarily in the area currently administered by the Ribble Valley Borough Council :-

To prevent or relieve poverty including but not exclusively by the provision of food parcels, guidance and support;

To help combat social exclusion and support those who are disadvantaged or with special needs;

To promote good mental health and well-being;

To advance Christian faith and practice including, but not exclusively, to promote collective and personal training, outreach services and ecumenical worship and mission.

### **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)**

**Ribble Valley Foodbank** – providing food parcels, guidance and encouragement to individuals and families experiencing financial constraints through teams of volunteers in Clitheroe and Longridge led by a Manager accountable to the Trustees;

**Clitheroe Cookery Club** – weekly sessions to provide advice in cooking cost effective and nutritious meals led by teams of volunteers;

**Gateway Trust Counselling** – weekly or fortnightly one hour counselling sessions offered by professionally qualified persons to individuals who are referred by doctors, churches and other care agencies.

**Ribble Valley Art4All** – weekly art classes led by a retired art teacher and volunteers for students with learning difficulties and other special needs.

Each service is provided to the public at large subject to the recipient's need for the specific service being clarified on referral in line with Charity Commission guidance.

### **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.

The Ribble Valley Gateway Trust does not currently provide grants to third parties.

Grants and donations received for each service are restricted to the service specified unless earmarked as unrestricted.

The Trust's services are mainly delivered by approximately 110 volunteers under the leadership of three part time Managers who are paid for their services and are accountable to the Chair and Trustees.

The majority of the volunteers serve in regular 4 hour sessions at the Ribble Valley Foodbank in a team led by a volunteer Team Leader and in two hour sessions at the Warehouse.

Volunteers also serve with Clitheroe Cookery Club, at Gateway Trust Counselling and with Ribble Valley Art4All.

During lockdown these programmes have had to adapt (or temporarily close) in line with government guidance and covid-safe contact.

## Section D

## Achievements and performance

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

#### Ribble Valley Foodbank

1. Over the last year the foodbank has been running a delivery service from their warehouse in Clitheroe, with teams packing and delivering to Clitheroe and Longridge twice a week, and separate teams collecting donated food and weighing and sorting it.
2. Networking with churches, schools, job centres and social care agencies in the Ribble Valley, through the referral of clients and the donation of food and finance, to service people facing financial crisis.
3. 1,987 clients received three days' emergency food in 2020/21 – almost twice as many as in the previous year (2019/20: 1,089).
4. Good partnerships in place with local churches (where Foodbank Centres are usually situated), and with the Little Green Bus from whom the Foodbank rents warehouse space.
5. Close communications with the RVGT Link Trustee and with team leaders, with whom the Foodbank Manager is able to discuss all aspects of day-to-day Foodbank management.
6. Many volunteers stood down at the beginning of the pandemic, but new people stepped in and we currently have 62 active volunteers (17 on the warehouse team, 17 on the packing team, 22 on the delivery team, 4 who collect donated food, and 2 who help with our social media accounts). Volunteers work in small, discrete cohorts in order to maintain social distancing and minimise the risk of infection.
7. Active engagement with the local community through press, social media and organisations. Local people and businesses have been very supportive throughout the pandemic, and donations of both food and money have increased.
8. Approximately 40 active referral agencies, with some working closely with the Foodbank.
9. Food donations from a wide variety of sources – supermarkets, schools, churches, businesses, voluntary and public sector organisations.
10. 42,853kg of food and toiletries were distributed in 2020/21.
11. Approximately 7,000kg of food remained in the warehouse at the end of the financial year 2020/21.
12. The Foodbank is planning our return to Trinity Methodist Church in Clitheroe and St Paul's Church in Longridge, and aim to reopen to clients as soon as it is safe and appropriate to do so.

#### Clitheroe Cookery Club

1. The Cookery Club was unable to operate during 2020/21 due to covid restrictions.
2. We anticipate re-commencing after the summer, subject to any covid restrictions that may still limit re-opening.

#### Gateway Trust Counselling

1. Continued provision of one-hour counselling sessions from St. James' Church, Clitheroe.
2. Opening of an independent bank account and a giving.net facility on our website.
3. Agreement of use of our service by the Diocese of Blackburn with protocol and donation amounts agreed.
4. Continued client referrals received from churches, doctors and other care agencies with increased confidence in the service and its outcomes.
5. Higher profile of our service at Ribble Valley Foodbank to encourage clients to use our service.
6. Over 90 clients counselled since opening.
7. Plans to find permanent accommodation for the service in the near future.
8. Recommitment for the ongoing future and adjustment of amounts awarded, to include covering of the rent of any building we may move into, by one funding source and continued grant funding of the three-year grant awarded 2018-2021.
9. Addition of one more volunteer counsellor bringing our volunteer counsellor number to five.
10. Transition from all face to face sessions to online or phone sessions, for existing and new clients, in response to the Covid 19 pandemic.

#### **Ribble Valley Art4All**

1. Despite the closure of the class in March 2020 due to COVID 19 we have managed to keep going through planning art projects, visiting students with socially distanced measures and giving out resources. We have contacted each student through phone calls and used our facebook page to share all the students achievements during this period.
2. Classes were resumed for one term from September to December running in two small classes. For a lot of our students it was the first time that students had been out of their houses since the previous March and their appreciation and enjoyment was tangible. We have several verbal quotes from students and their carers on our Facebook site 'Art4All Ribble Valley'.
3. Due to the further lockdown at the start of 2021 we were once again closed but continued to do doorstep visits and deliver projects to students homes. As conditions allowed, some volunteers and the Art4All manager worked with students in their gardens and were able to talk and listen to any fears or worries that students had. Photos of everyone's achievements have been published on Art4All Facebook site sharing their joy.
4. As lockdown is easing we are resuming classes from the 16th April 2021 running 2 classes morning 10am to 12 and afternoon 1pm to 3pm. Strict measures are in place to make the classroom and teaching as COVID safe as possible. A full risk assessment has been carried out and approved by The Salvation Army and Gateway Trust.
5. Successful grant applications and fund raising initiatives over the last two years have helped ensure the ongoing

financial viability of the service. However fund raising remains a continued priority.

**RVGT policies**

1. The Trustees have reviewed key policies during the year including safeguarding, and health and safety policies (particularly in respect to reducing the risk of Covid transmission). A formal safeguarding training programme has also been developed for all employees, volunteers and trustees. One of the Trustees has been appointed to act as safeguarding officer for the Trust.
2. The Trust has arranged for external advisers to assist in putting in place more formalised employee and volunteer policies and handbooks. In addition work is underway to review and put in place policies appropriate to the size and nature of the Trust and its activities.
3. The Trust has also put in place separate on-line banking accounts for each of the RVGT projects. Each bank account has dual approvals for all transactions. All expense payments are independently approved before payment. Each of the RVGT projects is responsible for budgeting its costs and for raising sufficient finance for its operations. The trustees review the operations, income and spend against budget for each project every three to four months.



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

There is no formal reserves policy, but the trustees follow good charitable practice to hold at least 6-9 months funding in reserves.

**Details of any funds materially in deficit**

None.

**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.

Principal sources of income are grants, donations and Tesco top up payments which relate to the weight of food donated to the Ribble Valley Foodbank in the Clitheroe Tesco store. In addition the Foodbank and Counselling projects have received grants from Asda which are managed through the Trussell Trust.

Grants and donations are generally restricted to the specific service for which they are earmarked by the grantor or donor. In each instance such funds are used to meet the running costs of that service including rents, insurance, training, subscriptions and the part time employment of a Foodbank Manager, and Gateway Trust Counselling Manager and the Art4All co-ordinator respectively.

The Trustees' strategy is to encourage the proactive promotion of each service to attract local donations and to be alert to opportunities for grant applications so that each service is financed sufficiently to meet at least the next twelve months' costs.

## Section G

## Declaration

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

Colin White



**Full name(s)**

Colin White

**Position (eg Secretary, Chair, etc)**

Chair

**Date**

7/6/21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Ribble Valley Gateway Trust**

No (if any)  
**1167261**

## Receipts and payments accounts

For the period from	Period start date 4/1/2020	To	Period end date 3/31/2021
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### 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 £
<b>A1 Receipts</b>				
Grants	-	29,992	-	29,992
Donations	-	99,279	-	99,279
Clients	-	4,493	-	4,493
Other	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	-	133,764	-	133,764
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	-	133,764	-	133,764
<b>A3 Payments</b>				
Equipment	-	442	-	442
Rent	-	3,090	-	3,090
Salaries & Supervision	-	26,541	-	26,541
Expenses & Materials	-	2,890	-	2,890
Office	-	359	-	359
Insurance & Professional	-	1,579	-	1,579
	-	-	-	-
	-	-	-	-
Other	-	-	-	-
<b>Sub total</b>	-	34,901	-	34,901
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	-	34,901	-	34,901
<b>Net of receipts/(payments)</b>	-	98,863	-	98,863
<b>A5 Transfers between funds</b>			-	-
<b>A6 Cash funds last year end</b>		61,973	-	61,973
<b>Cash funds this year end</b>	-	160,836	-	160,836

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Foodbank Account	-	98,952
	Counselling Account	-	50,820
	Art4All Account		8,344
	Cookery Club Account	-	2,720
	<b>Total cash funds</b>	-	160,836
	(agree balances with receipts and payments account(s))	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>			-
			-
			-
			-
			-
			-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

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

Signature

Colin White

Print Name

Colin White

**CC16a**



**Last year**

**to the nearest £**

<b>12,098</b>
<b>46,323</b>
<b>2,265</b>
<b>1,082</b>
-
-
-
-
<b>61,768</b>

-
-

<b>61,768</b>
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<b>6,782</b>
<b>23,084</b>
<b>5,043</b>
<b>343</b>
<b>617</b>
-
-
<b>35,869</b>

-

<b>35,869</b>
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<b>25,899</b>
-
<b>36,074</b>
<b>61,973</b>



**Endowment  
funds**

to nearest £

98,952
50,820
8,344
2,720
<b>160,836</b>

Agreement Error

**Endowment  
funds**

to nearest £

-
-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-

**Current value  
(optional)**

-
-
-
-
-
-
-
-
-

**When due  
(optional)**


**Date of  
approval**

6/7/2021



# 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

Charity Name

RIBBLE VALLEY GATEWAY TRUST

On accounts for the year  
ended

31.3.21

Charity no  
(if any)

1167261

Set out on pages

Form CC16a

(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 DD / MM / YYYY.

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:

*Jonathan Frank*

Date:

7.6.21

Name:

JONATHAN FRANK

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

CHARTERED ACCOUNTANT  
ICAEW

Address:

38 WHALLEY ROAD  
CLITHEROE  
BB7 1AW

## Section B Disclosure

## 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.**

[illegible]