



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 04 2021	To	31 03 2022

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)
1	Colin White	Chair		Co-opted
2	Rev. Andrew Froud			St. Mary Magdalene Parish Church, Clitheroe
3	Rev. Michele Jarmany			Clitheroe United Reformed Church
4	Rev. Mark Woodward			Clitheroe Community Church
5	Kathryn Weston			St. James' Church, Clitheroe
6	Sion Hall			St. Michael and St. John's RC Church, Clitheroe
8	Jill Downes	Minute Secretary		St. Paul's Church, Low Moor
12	David Butterworth		Until 27/10/21	Trinity Methodist Church, Clitheroe
13	Alan Meyer			Clitheroe Christians in Partnership
14	Jean Holmes			Co-opted
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
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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)

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 has put in place broader policies and handbooks including staff and volunteer handbooks and a Trustee handbook.

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;

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)

<p>To promote good mental health and well-being;</p> <p>To advance Christian faith and practice including, but not exclusively, to promote collective and personal training, outreach services and ecumenical worship and mission.</p>
<p>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; To signpost clients to other services within the Ribble Valley and wider Lancashire area</p> <p>Clitheroe Cookery Club – weekly sessions to provide advice in cooking cost effective and nutritious meals led by teams of volunteers;</p> <p>Gateway Trust Counselling – weekly or fortnightly one hour counselling sessions offered by professionally qualified persons to individuals who are referred by doctors, churches, businesses and other care agencies.</p> <p>Ribble Valley Art4All – weekly art classes led by a retired art teacher and volunteers for students with learning difficulties and other special needs.</p> <p>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.</p>

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 at Gateway Trust Counselling, Cookery Club and with Ribble Valley Art4All.

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 returned to normal operating protocols post Covid 19 Pandemic, with both Longridge and Clitheroe foodbanks open every week (Monday and Friday- Clitheroe and Friday only for Longridge). They have been well supported and assisted on a weekly basis by the teams of volunteers managing the donations and subsequent distributions from and to the warehouse, 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. 1,701 clients received three days' emergency food in 2021/22 – a slight reduction from 1987 the previous year, but significantly up from 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. We have had a number of new volunteers start with us over the past 12 months across all areas and roles of the foodbank. I am pleased to report that we currently have 83 volunteers, which is an increase of 11 volunteers since the previous year. This is broken down as follows:-
Clitheroe foodbank – 37
Longridge Foodbank – 28
Warehouse team – 18.
7. Active engagement with the local community through press, social media and organisations. Local people and businesses have been very supportive throughout the year 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. 33052kg of food and toiletries were distributed in 2020/21, which is a reduction of 10kg of food from the previous year.
11. Approximately 9,000kg of food remained in the warehouse at the end of the financial year 2021/22.
12. At the beginning of June 2022, the Foodbank began a fresh fruit and vegetable scheme with clients attending the foodbank. This scheme works in partnership with 2 local greengrocers, Burneys and Walkers who are both situated on Clitheroe market. The clients receive a voucher to the value of £5 for a single person and £10 for a family. Thus far this has received excellent feedback and we continue with the scheme throughout 2022 and into 2023.

Clitheroe Cookery Club

1. The Cookery Club was unable to operate during 2020/21 due to covid restrictions. It re-commenced in Autumn 2021/22.

2. The Cookery Club opted to leave the RVGT in May '22 and now runs as an independent church sponsored club.

Gateway Trust Counselling

1. Continuing in providing hour long sessions, we have worked with 160 clients since opening.
2. We now have two students doing their placement with us and another due to start soon.
3. Counsellor numbers are up to 10 and we are open for another day each week.
4. We now have close links with the Ribble Valley Mental Health Nurse Practitioner and a counsellor at Minds Matter in Clitheroe. They have requested that they refer patients to us if they feel that we are an appropriate option for them.
5. Due to being on the 'Our Lancashire' website we are also receiving requests from business employees, such as Post-Office workers and Building society staff, who are getting our name from a list provided by their employers. Some of these sessions are funded by the business themselves.
6. We are receiving an average of 3-5 enquiries a week and have a fluctuating waiting list since last summer.
7. To speed up the time between assessment and beginning counselling most fully qualified counsellors are offering fortnightly sessions, rather than weekly, in this way they can work with a larger number of clients. Thankfully, it has been found to be a very positive move for clients, giving them time to process and reflect between sessions.
8. We now have a formal rental agreement to use the rooms in St James' Church and have invested in a suite of office furniture to create a very comfortable working environment, which we share with CAP (Christians Against Poverty).
9. The counselling room has also had new quality and best access for all furniture installed.
10. All rooms have been painted and made to look inviting and calm.
11. We have also installed an entry phone at an existing fire door which we now use as our point of entrance. This solves the problem of clients having to walk through the church to enter and exit the building, which often meant walking through large gatherings or past people they may know. The existing door will soon be replaced and have a window installed in its replacement, making entering the building feel even more safe for our clients.
12. We have become Foodbank voucher providers, which has been a very valuable resource already.

Ribble Valley Art4All

1. 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.
2. As lockdown eased in 2021 Art4All resumed classes from the 16th April 2021 running 2 classes morning 10am to 12 and afternoon 1pm to 3pm. Strict measures were 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.

3. 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 and management

1. The Trustees have reviewed and implemented key policies during the year including safeguarding, and health and safety policies. A formal safeguarding training programme has also been developed for all employees, volunteers and trustees and this has been rolled out across the projects. One of the Trustees has been appointed to act as safeguarding officer for the Trust and a second Trustee has been given responsibility for reviewing Health and Safety across the projects
2. A finance administrator was appointed during the year to manage and control banking and finances and to ensure that all financial processes were subject to best practice controls and procedures.
3. An external adviser has been working with the RVGT to assist the Trustees in meeting Charity Commission best practise requirements. As a result, the RVGT now has formalised employee and volunteer policies and handbooks. In addition, there is now a handbook for trustees. Work is underway to formalise strategies for each of the projects as well as for the RVGT. The Trustees are planning on reviewing risk management processes and procedures during the coming year.
4. Five of the existing trustees will be retiring over the next twelve to eighteen months and the trustees have put in place a formalised recruitment process to find suitable individuals who could replace those retiring.
5. A formal Risk Management process is now in place and risks are being identified and managed by the Trustees.

Section E

Financial review

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.

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 RVGT is responsible for certain expenditure that benefits all of the projects eg insurance premium, external adviser charges, external accountant costs, and financial administrator costs etc. These costs are recharged back to the projects on a fair and equitable basis.

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 F

Other optional information

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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	12/9/22	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Ribble Valley Gateway Trust

No (if any)
1167261

Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/21	To	Period end date 31/03/22
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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 £	Last year to the nearest £
A1 Receipts					
Grants	-	10,508	-	10,508	29,992
Donations	-	72,615	-	72,615	99,279
Clients	-	10,447	-	10,447	4,493
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	93,570	-	93,570	133,764
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	93,570	-	93,570	133,764
A3 Payments					
Equipment	-	7,868	-	7,868	442
Rent	-	8,880	-	8,880	3,090
Salaries & Supervision	-	32,165	-	32,165	26,541
Expenses & Materials	-	3,317	-	3,317	2,890
Office	-	2,515	-	2,515	359
Insurance & Overheads	-	4,972	-	4,972	1,579
	-	-	-	-	-
	-	-	-	-	-
Other	-	-	-	-	-
Sub total	-	59,717	-	59,717	34,901
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	-	59,717	-	59,717	34,901
Net of receipts/(payments)	-	33,853	-	33,853	98,863
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end		160,836		160,836	61,973
Cash funds this year end	-	194,689	-	194,689	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 £	Endowment funds to nearest £
B1 Cash funds	Foodbank Account	-	141,034	141,034
	Counselling Account	-	40,957	40,957
	Art4All Account		10,186	10,186
	Cookery Club Account	-	2,512	2,512
	Total cash funds	-	194,689	194,689
	(agree balances with receipts and payments account(s))	OK	OK	Agreement Error
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Ribble Valley Gateway Trust

**On accounts for the year
ended**

31.3.22

**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:

Date: 12.9.22

Name:

Jonathan frank

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

Chartered Accountant, ICAEW

Address:

38 Whalley Road

Clitheroe

BB7 1AW

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.