



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 06 April 2020
Period end date

Period start date To 5 April 2021

Charity name: Witney and West Oxfordshire Food Bank

Charity registration number: 1170366

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The prevention or relief of poverty or financial hardship of people living in West Oxfordshire District in particular (but without limitation) by providing food and other items to individuals and families in need which they would not otherwise afford through lack of means, and providing information, advice, education, and support in such ways as the trustees shall from time to time see fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Witney and west Oxfordshire Food Bank provides emergency food parcels of non-perishable food items and occasionally toiletries to people who are experiencing an unexpected crisis situation. Clients are referred from various professionals working in the community – including, but not limited to Citizens Advice Bureau, Job Centre, Doctor/GP and other health workers, primary and secondary education professionals – who assess each client's situation to verify crisis and need.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of Witney and West Oxfordshire Food Bank acknowledge they have read and understood the guidance on being a charity Trustee as provided by the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The charity does not make grants.

Policy on social investment including program related investment	Para 1.38	The charity does not currently have a social investment policy
Contribution made by volunteers	Para 1.38	Witney and West Oxfordshire Food Bank was until February 2021, when we engaged our first employee, a totally volunteer run charity. Between 40 - 45 volunteers staffed the foodbank in excess of 1,250 hours that we were open to the public. In addition, there were meetings of trustees and external administration requirements. Whilst it is incalculable to monetize the contribution that volunteers make but would not be unreasonable to suggest a market rate to staff the foodbank would be in excess of £250,000
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Witney and West Oxfordshire Food Bank continue to be an active member of the Trussell Trust network.</p> <p>The direct benefit to society we had is measured in the number of 3 to 5 day parcels we have provided and the number of adults and children we have helped directly. During the period we provided 1625 parcels, assisting 2438 adults and 1733 children. This is an increase of 35% from the previous reporting period.</p> <p>The Foodbank introduced a free delivery service to those without any means to travel to the warehouse. We recruited 11 volunteer delivery drivers some of which are from our collaboration with Witney Rotary.</p> <p>We engaged directly with local groups, giving zoom presentations and interactive talks to schools and associations to educate and highlight food poverty in the local community.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

		The charity set an objective of increasing food distribution by 10%.
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Achievements against objectives set	Para 1.41	<p>This objective was achieved and significantly exceeded.</p> <p>The objective for the 2021/2022 is set at a conservative 10% whilst the pandemic continue to create uncertainty.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>Last year we set the objective of maintaining £6000 in cash to provide a safety net to cover all financial obligations and to be able to purchase food if food donations ran low. Throughout the period the cash holding was well in excess of £6000 and stock items were available to fulfil all essential items. Cash was used to buy £10,840 of stock items on the non-essential list. Cash held at the start of the period was a little under £25,449 and at the end of period was £89,440. This substantial increase in cash is due to a significant increase in public online donations, corporate donations and a local authority grant.</p> <p>The 2021/21 objective is to maintain £40,000 and to continue to employ 1 person.</p>
Investment performance against objectives	Para 1.41	<p>We are not yet in a position to set investment objectives as the pandemic has created too much uncertainty in the demand for our services.</p>
Other		<p>The substantial increase in cash assets has allowed the charity to engage our first employee in February 2021. The employee is supervising the day to day running of the warehouse contributing to increased efficiency and process improvements to our operations.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	We held £89,440 in cash funds. Stock at the period end was 8,555 kg at a notional value of £1.75 per kg = £14,971. Stock is not considered to be a financial asset as it consists of many 100's of items below a value of £1.00 and date limited
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A reserve of £40,000 is held to guarantee that all liabilities and administrative costs can be met. To ensure we can top up food to distribute essential items if food donations do not meet demand. To continue to employ 1 person.
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The two main sources of funding come from public cash and food donations. We have access to community grants and larger corporations such as supermarkets
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity does not currently have an investment or social investment policy.
A description of the principal risks facing the charity	Para 1.46	If our landlords significantly change their operations we may lose the use of the warehouse and alternative accommodation would have to be found.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Witney and West Oxfordshire Food Bank is governed by a constitution.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Witney and West Oxfordshire Food Bank is a Charitable Incorporated Organisation.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Trustees are appointed annually at the AGM by members. Each year one third of the trustees retire from office and need to be voted back in by the members. Trustees retire on a rotating basis and are selected from those that have served the longest.</p> <p>Additional trustees may be appointed during the year by vote of trustees as they see fit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Witney and West Oxfordshire Food Bank provide training and policy reference using documents and advice provided by The Trussell Trust.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Witney and West Oxfordshire Food Bank is an autonomous charity managed by the trustees, under the advice and guidance of the national foodbank charity The Trussell Trust.
Relationship with any related parties	Para 1.51	Witney and West Oxfordshire Food Bank are members of The Trussell Trust.
Other		

Reference and Administrative details

Charity name	Witney and West Oxfordshire Food Bank
Other name the charity uses	
Registered charity number	1170366
Charity's principal address	Cottsway House Heynes Place, Avenue Two Witney Oxon OX28 4YG

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	Susan Shayler	Chair		
2	Lou Lou			
3	Michael Probert			
4	Alain Quinquis			
5	Stephanie Deslandes		Commenced 20/05/20	
6	Deborah Jessel		Commenced 15/02/21	
7				
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13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Susan	Shayler
Position (eg Secretary, Chair, etc)	Chair	
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

WITNEY & WEST OXFORDSHIRE FOODBANK

1170366

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2020

Period end date
05/04/2021

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					
DONATIONS	82,360	-	-	82,360	24,574
GRANT	5,406	-	-	5,406	-
DONATED STOCK DISTRIBUTED TO CLIENTS	93,650	-	-	93,650	33,749
MISC RECEIPTS	76	-	-	76	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	181,492	-	-	181,492	58,323
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	181,492	-	-	181,492	58,323
A3 Payments					
FRANCHISE FEE	395	-	-	395	450
EQUIPMENT	5,040	-	-	5,040	2,816
STATIONERY POSTAGE SUPPLIES	1,723	-	-	1,723	1,499
INSURANCE	707	-	-	707	-
ADMIN COSTS	4,575	-	-	4,575	480
FOOD TOP UPS	10,840	-	-	10,840	1,686
TRAINING AND MEETING	572	-	-	572	165
DONATED STOCK ITEMS TO CLIENTS	93,650	-	-	93,650	33,749
	-	-	-	-	-
Sub total	117,502	-	-	117,502	40,845
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	117,502	-	-	117,502	40,845
Net of receipts/(payments)	63,990	-	-	63,990	17,478
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,449	-	-	25,449	7,971
Cash funds this year end	89,439	-	-	89,439	25,449

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	Co-op Bank	88,926	-	-
	PayPal	353	-	-
	Petty Cash	160	-	-
	Total cash funds	89,439	-	-

(agree balances with receipts and payments account(s))

OK	OK	OK
Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Details		
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

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
		Susan Shayler	