



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From: 1<sup>st</sup> April 2020 To: 31<sup>st</sup> March 2021**

**Charity name: Hangleton and West Blatchington Food Bank**

**Charity registration number: 1171532**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the CIO is the relief of financial hardship among people living in the Hove area by providing such persons with emergency food and other urgently needed domestic supplies which they could not otherwise afford through lack of means.
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	<p>The main activities are to:</p> <p>Provide essential food and toiletries for those living in food poverty in the Hove area.</p> <p>To liaise with referral organisations- accepting new referrals and understanding client's needs.</p> <p>To signpost clients to other support available in the area.</p> <p>To manage volunteers and their training.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	When planning our activities for the year the Trustees have considered the Charity Commission's guidance on public benefit and in particular the specific guidance for charities 'The Prevention or Relief of Poverty for the Public Benefit.'

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>

Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
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>When individuals and families access the charity, they receive enough food, including fresh bread, cheese, fruit and vegetables to provide sustenance for the week ahead. This has had the effect of relieving hunger and the stress and anxiety that is associated with this.</p> <p>In addition, clients have been signposted to debt advice services to help them resolve some of the causes of their food poverty - including free debt and welfare benefits advice.</p> <p>The benefits of this have been that the beneficiaries have reported an improvement in their health and wellbeing and in their ability to provide themselves and their families with regular and healthy meals. The Foodbank has also benefited the local community by building a strong network of volunteers (some of whom are former users of the Foodbank). Also, by developing partnerships with local community organisations, such as secondary and primary schools, uniformed groups, churches and local businesses. This has resulted in a raising of awareness about the causes of food poverty and has given these groups an opportunity to be involved in the aims and objectives of the</p>

		charity.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our income has greatly increased over the past year. This is mainly down to the generosity of our local community. We have retained a far greater positive position for the year than in previous years. This will allow us to continue to provide a service and to buy in food when donations are not sufficient to replenish our stocks. It was the fourth year we employed a coordinator.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We have one employee, our Food Bank Coordinator; this person is employed on a contract for 12 months. We therefore make sure we have 12 months' salary, tax, NI and Pension in reserve for the 12 months ahead when we renew the contract. The funds required for this are £10,892.17 per annum.
Amount of reserves held	Para 1.22	£73,611.62
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We need to continue to be able to cover the coordinator's salary and associated costs every year, as well as buying food, when necessary, to maintain our stock levels. Without these funds we could not continue to run the food bank.

### 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	Our main source of income has been from donations from within our community.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Funding the Co-ordinator role in the future is key to our success; without this vital position being fulfilled, the Foodbank cannot operate. We also need to be able to source enough food to feed our clients on a regular, weekly basis. These are not considered imminent risks at this time.
Other		

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## Structure, Governance and Management

Description of charity's trusts:		The Hangleton and West Blatchington Food Bank is registered with the Charity Commission as required by the 2011 Charities Act.
Type of governing document (trust deed, royal charter)	Para 1.25	Our governing document is a Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	Appointed trustees must be appointed by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. There are two nominated trustees who are appointed by the priests in charge of St Peter's, West Blatchington and St George's Roman Catholic Church, West Blatchington for a term of 3 years.

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

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## Reference and Administrative details

Charity name	Hangleton and West Blatchington Food Bank
Other name the charity uses	N/A
Registered charity number	1171532
Charity's principal address	The Rectory, St Peter's Church 23 Windmill Close HOVE East Sussex BN3 7LJ

## 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	Rosamond Morris			
2	Colmcille Lennon			
3	Jacqueline Barrett		Resigned May 2021	
4	John Trounce			
5	Fabiola de la Garza	Treasurer		
6	Jude Fletcher			
7	Kelly Biggs			
8	Karen Belton			
9	William George Berry			
10	Andy Wolage			
11	Jonathan Cooke		September 2020 to present	
12				
13				
14				
15				
16				
17				
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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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### 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

N/A
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## Other optional information

None
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# Hangleton & West Blatchington Food Bank

## General Ledger Summary

For the period from 4/1/2020 to 3/31/2021

	Opening balance	Total debits	Total credits	Net movement	Closing balance
<b>Income</b>					
Donations		-	<b>14,062.59</b>	14,062.59 Cr	
Fundraising		-	<b>21,682.66</b>	21,682.66 Cr	
Grants		-	<b>30,760.00</b>	30,760.00 Cr	
Interest		-	<b>12.62</b>	12.62 Cr	
Standing Orders		-	<b>11,840.95</b>	11,840.95 Cr	
<b>Expenses</b>					
Accounting fees		<b>564.00</b>	-	564.00 Dr	
Coordinator invoice for services		-	-	-	
Employee Pension		<b>532.96</b>	-	532.96 Dr	
FareShare		<b>253.42</b>	-	253.42 Dr	
Insurance		<b>308.64</b>	-	308.64 Dr	
Miscellaneous		<b>1,061.00</b>	-	1,061.00 Dr	
Printing and stationery		<b>219.02</b>	-	219.02 Dr	
Recipe of the week		-	-	-	
Salaries		<b>10,235.40</b>	-	10,235.40 Dr	
Supplies		<b>7,120.67</b>	-	7,120.67 Dr	
Tax & National Insurance		<b>123.81</b>	-	123.81 Dr	
Telephone		<b>298.32</b>	-	298.32 Dr	
Training		-	-	-	
Trolleys, PPE & Other materials		<b>2,753.88</b>	-	2,753.88 Dr	
Website hosting		<b>396.00</b>	-	396.00 Dr	
<b>Net profit</b>		<b>54,491.70</b>			
<b>Assets</b>					
Cash at bank	19,119.92 Dr	<b>78,358.82</b>	<b>23,867.12</b>	54,491.70 Dr	73,611.62 Dr
Cash on hand	30.00 Dr	-	-	-	30.00 Dr
<b>Liabilities</b>					
Employee clearing account	-	-	-	-	-
<b>Equity</b>					
Retained earnings	19,119.92 Cr	<b>23,867.12</b>	<b>78,358.82</b>	54,491.70 Cr	73,611.62 Cr
Starting balance equity	30.00 Cr	-	-	-	30.00 Cr
		<b>180,584.76</b>	<b>180,584.76</b>		

# Hangleton & West Blatchington Food Bank

## Balance Sheet

As at 3/31/2021

	3/31/2021
<b>Assets</b>	
Cash at bank	73,611.62
Cash on hand	30.00
<b>Total — Assets</b>	<b>73,641.62</b>
<b>Less: Liabilities</b>	
Employee clearing account	-
<b>Net assets</b>	<b>73,641.62</b>
<b>Equity</b>	
Retained earnings	73,611.62
Starting balance equity	30.00
<b>Total — Equity</b>	<b>73,641.62</b>
<b>Total equity</b>	<b>73,641.62</b>

## **EXAMINERS REPORT for Hangleton & West Blatchington Foodbank**

I report on the Accounts of the Organisation for the period ended 31 March 2021 which are set out on page 1.

### **Respective Responsibilities of Trustees and Examiner**

As the organisation's trustees you are responsible for the preparation of the Accounts; The Organisation's trustees consider that an audit is not required and that an independent examination is needed.

It is my responsibility to:

Examine the accounts.

To state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation 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 I do not express an audit opinion on the view given by the Accounts.

### **Independent Examiner's Statement**

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

- 1) Which gives me reasonable cause to believe that there has been any material errors or omissions.
- or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.
- 3) There is a balance in the accounts for £30 cash in hand, this looks to be a petty cash account. I could not verify this figure, although due to the small amount it does not seem relevant.

**M J Boxall, AFA, AAIA  
Shoreline Accountants Limited  
25 Clinton Place  
Seaford  
East Sussex  
BN25 1NP**

**Mark J Boxall** .....  ..... **Date** ..... 10/6/21 .....

