



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 April 2021** To **31 March 2022**

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. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|-----|
| Policy on grant making | Para 1.38 | N/A |
| 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.</p> <p>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 charity.</p> |

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 | |
| 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 two years. This is mainly due to the generosity of our local community and also a number of donations after the death of one of our trustees. We are in a far healthier financial position 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 fifth year we employed a Food Bank Co-ordinator. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | We have one employee, our Food Bank Co-ordinator; this person is employed on a contract for 12 months. We therefore ensure that we have sufficient reserves to pay salary, tax, NI and Pension for the 12 months ahead when we renew the contract. The funds required for this are £11666.46 per annum. |
| Amount of reserves held | Para 1.22 | £74,269.37 |
| 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 Food Bank Co-ordinator's salary and associated costs every year, as well as buying food, when necessary, to maintain our stock levels. Since the start of the covid pandemic we have noticed a steady rise in client numbers. 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 | A recession with rising inflation and costs, especially energy and higher unemployment will put pressure on our operations and ability to meet the resulting increasing number of our clients. |
| Other | | |

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 | <p>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.</p> <p>There are two nominated trustees who are appointed by the Rector of St Peter's, West Blatchington and the Priest of St George's Roman Catholic Church, West Blatchington. Both are appointed for a term of 3 years.</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 | |
| 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 | | |

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 | Jonathan Patrick Cooke | Chair | | Current trustees |
| 2 | Andy John Wolage | Treasurer | | |
| 3 | Rosamond Morris | | | |
| 4 | Karen Jane Belton | | | |
| 5 | Kelly Biggs | | | |
| 6 | William George Berry | | | |
| 7 | Jude Bobbi Fletcher | | | |
| 8 | Patricia Ruppy | | Appointed April 2021 Died November 2021 | |
| 9 | Colmcille Lennon | | Resigned 24 th January 2022 | |
| 10 | Fabiola de la Garza | | Resigned 24 th January 2022 | |
| 11 | John Trounce | | Resigned 21 st March 2022 | |
| 12 | Catherine O'Shea | | Appointed 21 st March 2022 | |
| 13 | Anna MacDonald Samuelsson | | Appointed 21 st March 2022 | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

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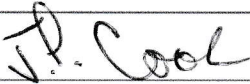
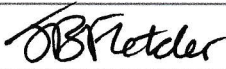
Other optional information

| |
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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) | Jonathan Patrick Cooke | JUDE BOBBI FLETCHER |
| Position (eg Secretary, Chair, etc) | Chair | TRUSTEE |
| Date | 01/01/2023 | |

Hangleton & West Blatchington Food Bank

Profit and Loss Statement

For the period from 2021-04-01 to 2022-03-31

2022-03-31

Income

| | |
|-----------------------|------------------|
| Donations | 27,281.96 |
| Fundraising | 8,770.33 |
| Grants | 853.00 |
| Interest | 70.06 |
| Standing Orders | 11,545.00 |
| Total — Income | 48,520.35 |

Less: Expenses

| | |
|----------------------------------|------------------|
| Accounting fees | 288.00 |
| Coordinator invoice for services | - |
| Employee Pension | 361.32 |
| FareShare | - |
| Insurance | 458.62 |
| Miscellaneous | 8,870.11 |
| Printing and stationery | - |
| Recipe of the week | - |
| Salaries | 11,070.88 |
| Supplies | 25,033.68 |
| Tax & National Insurance | 234.26 |
| Telephone | 437.93 |
| Training | - |
| Trolleys, PPE & Other materials | 749.12 |
| Website hosting | 388.68 |
| Total — Expenses | 47,892.60 |

| | |
|--------------------------|---------------|
| Net profit (loss) | 627.75 |
|--------------------------|---------------|

Hangleton & West Blatchington Food Bank

General Ledger Summary

For the period from 2021-04-01 to 2022-03-31

| | Opening balance | Total debits | Total credits | Net movement | Closing balance |
|-------------------------------------|--------------------|------------------|------------------|-----------------|--------------------|
| Income | | | | | |
| Donations | | - | 27,281.96 | 27,281.96 Cr | |
| Fundraising | | - | 8,770.33 | 8,770.33 Cr | |
| Grants | | - | 853.00 | 853.00 Cr | |
| Interest | | - | 70.06 | 70.06 Cr | |
| Standing Orders | | - | 11,545.00 | 11,545.00 Cr | |
| Expenses | | | | | |
| Accounting fees | | 288.00 | - | 288.00 Dr | |
| Coordinator invoice for services | | - | - | - | |
| Employee Pension | | 361.32 | - | 361.32 Dr | |
| FareShare | | - | - | - | |
| Insurance | | 458.62 | - | 458.62 Dr | |
| Miscellaneous | | 8,870.11 | - | 8,870.11 Dr | |
| Printing and stationery | | - | - | - | |
| Recipe of the week | | - | - | - | |
| Salaries | | 11,070.88 | - | 11,070.88 Dr | |
| Supplies | | 25,078.44 | 44.76 | 25,033.68 Dr | |
| Tax & National Insurance | | 234.26 | - | 234.26 Dr | |
| Telephone | | 437.93 | - | 437.93 Dr | |
| Training | | - | - | - | |
| Trolleys, PPE & Other materials | | 749.12 | - | 749.12 Dr | |
| Website hosting | | 388.68 | - | 388.68 Dr | |
| Profit (loss) for the period | | 627.75 | | | |
| Assets | | | | | |
| Cash at bank | 73,611.62 Dr | 48,565.11 | 47,937.36 | 627.75 Dr | 74,239.37 Dr |
| Cash on hand | 30.00 Dr | - | - | - | 30.00 Dr |
| Liabilities | | | | | |
| Employee clearing account | - | - | - | - | - |
| Equity | | | | | |
| Retained earnings | 73,641.62 Cr | - | 627.75 | 627.75 Cr | 74,269.37 Cr |
| | | 97,130.22 | 97,130.22 | | |

Hangleton & West Blatchington Food Bank

Balance Sheet

As at 2022-03-31

| | 2022-03-31 |
|---------------------------|------------------|
| Assets | |
| Cash at bank | 74,239.37 |
| Cash on hand | 30.00 |
| Total — Assets | 74,269.37 |
| Liabilities | |
| Employee clearing account | - |
| Net assets | 74,269.37 |
| Equity | |
| Retained earnings | 74,269.37 |
| Total equity | 74,269.37 |

EXAMINERS REPORT for Hangleton & West Blatchington Foodbank

I report on the Accounts of the Organisation for the period ended 31 March 2022 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
- 4) The salary figure is higher than the figures presented to the HMRC as the current employee was paid as self-employment before she was employed by the company

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

Mark J Boxall *MJBoxall* Date *15/9/22*