



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2022 To 31 March 2023

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	
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 Food Bank has also benefited the local community by building a strong network of volunteers (some of whom are former users of the Food Bank). Also, by developing partnerships with local community organisations, such as secondary and primary schools, 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 three years. This is mainly due to the generosity of our local community. 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 sixth 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 the contract is renewable. The funds required for this are £15298.45 per annum. In May 2023, we appointed a Cover Co-ordinator on a zero-hours contract.
Amount of reserves held	Para 1.22	£67,317.37
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. The increase in the cost of living, particularly food and heating, has increased the number of clients. Without donations and grants 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. We have also received some grants.
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	The cost of living crisis and higher unemployment will put pressure on our operations and ability to meet the resulting increasing number of clients.

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 the 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		
2	Andy John Wolage	Treasurer		
3	Rosamond Morris			
4	Karen Jane Belton			
5	Kelly Biggs			
6	William George Berry		Resigned 19.9.2023	
7	Jude Bobbi Fletcher			
8	Catherine O'Shea			
9	Anna MacDonald Samuelsson			
10	Fr Tony Milner		Appointed 21.6.2022	
11				
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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	N/A
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)	Catherine O'Shea.	Jude Fletcher
Full name(s)	CATHERINE O'SHEA	JUDE FLETCHER
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE

Date 27/11/2023

Hangleton & West Blatchington Food Bank

Profit and Loss Statement

For the period from 01/04/2022 to 01/04/2023

01/04/2023

Income

Donations	31,570.53
Fundraising	5,963.28
Grants	2,000.00
Interest	252.43
Standing Orders	18,987.68
Total — Income	58,773.92

Less: Expenses

Accounting fees	288.00
Coordinator invoice for services	-
Employee Pension	518.17
FareShare	-
Insurance	480.74
Miscellaneous	24,097.88
Printing and stationery	249.98
Recipe of the week	-
Salaries	14,033.94
Supplies	23,240.39
Tax & National Insurance	746.34
Telephone	1,706.19
Training	-
Trolleys, PPE & Other materials	-
Website hosting	364.29
Total — Expenses	65,725.92

Net profit (loss)

(6,952.00)

Hangleton & West Blatchington Food Bank

Balance Sheet

As at 01/04/2023

01/04/2023

Assets

Cash & cash equivalents

67,317.37

Liabilities

Employee clearing account

-

Net assets

67,317.37

Equity

Retained earnings

67,317.37

Total equity

67,317.37

Hangleton & West Blatchington Food Bank

General Ledger Summary

For the period from 01/04/2022 to 01/04/2023

	Opening balance	Total debits	Total credits	Net movement	Closing balance
Income					
Donations		-	31,570.53	31,570.53 Cr	
Fundraising		-	5,963.28	5,963.28 Cr	
Grants		-	2,000.00	2,000.00 Cr	
Interest		-	252.43	252.43 Cr	
Standing Orders		-	18,987.68	18,987.68 Cr	
Expenses					
Accounting fees		288.00	-	288.00 Dr	
Coordinator invoice for services		-	-	-	
Employee Pension		518.17	-	518.17 Dr	
FareShare		-	-	-	
Insurance		480.74	-	480.74 Dr	
Miscellaneous		24,097.88	-	24,097.88 Dr	
Printing and stationery		249.98	-	249.98 Dr	
Recipe of the week		-	-	-	
Salaries		14,033.94	-	14,033.94 Dr	
Supplies		23,552.21	311.82	23,240.39 Dr	
Tax & National Insurance		746.34	-	746.34 Dr	
Telephone		1,706.19	-	1,706.19 Dr	
Training		-	-	-	
Trolleys, PPE & Other materials		-	-	-	
Website hosting		364.29	-	364.29 Dr	
Profit (loss) for the period			6,952.00		
Assets					
Cash & cash equivalents	74,269.37 Dr	59,085.74	66,037.74	6,952.00 Cr	67,317.37 Dr
Liabilities					
Employee clearing account	-	-	-	-	-
Equity					
Retained earnings	74,269.37 Cr	6,952.00	-	6,952.00 Dr	67,317.37 Cr
		132,075.48	132,075.48		

EXAMINERS REPORT for Hangleton & West Blatchington Foodbank

I report on the Accounts of the Organisation for the period ended 31 March 2023 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 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 25/3/23