



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st October 2020 to 30th September 2021

Charity name: Hatfield Foodbank

Charity registration number: 1174288

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The relief of financial hardship amongst people in Hatfield and the surrounding area or in other parts of the United Kingdom in such ways as the Trustees from time to time think fit - in particular, but not exclusively by:</p> <ul style="list-style-type: none">a) providing emergency food, essential toiletries etc to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty;b) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services and to provide such services with a Christian ethos, supported by churches in Hatfield. <p>Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable.</p>
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>During this, our fourth year of operation, we have:</p> <ul style="list-style-type: none">- collected 43.5 tonnes of food from supermarkets, schools, businesses and other individuals, and given out 44.8 tonnes (both figures represent an increase on previous years).- continued with our amazing group of around 30 or so volunteers, although Covid meant that (in order to keep clients and volunteers as safe as possible) we continued to operate the same way as at the second half of the previous year – welcoming clients at the door/ in a well ventilated porch rather than sitting inside for tea & coffee etc. Crucially, though, we have been open EVERY week throughout the Covid pandemic to serve our community.- provided 4266 people in Hatfield and the surrounding area (including 1895 children) [who were referred to us through our partner agencies] with emergency food parcels. These figures are again an increase on previous years. <p>Relieving hunger amongst over 4200 of our</p>

		'neighbours' is an amazing thing to be able to achieve – thank you volunteers AND referring agencies
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have had regard to the guidance issued by the Charity Commission 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	Hatfield Foodbank does not make grants
Policy on social investment including program related investment	Para 1.38	We do not make investments (one bank [current] account)
Contribution made by volunteers	Para 1.38	The foodbank continues to be run almost <i>entirely</i> by volunteers. (We had one part time employee for parts of the year). We are extremely grateful for all of our wonderful team! Processing the donations given very generously especially at peak periods (Easter, Harvest Festival and, particularly, Christmas) is challenging, but done again successfully this year thanks to the tireless efforts of a number of our volunteers
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>In terms of identifying the difference that the charity's work has made to the circumstances of its beneficiaries, the comments above really say it all.....over 4200 people fed including nearly 1900 children with 44+ tonnes of food. Some of the detail of our work includes:</p> <p>We continued our work with:</p> <ul style="list-style-type: none"> • a well stocked warehouse (stock constantly turns over – a modest stock is required...for example this year we gave out more than we took in during the 12 months) • backed by excellent admin - our annual stocktake (all food etc is weighed in & out to ensure and demonstrate propriety) showed a very small margin of error demonstrating good warehouse management. • Tesco – with whom we have a particularly good relationship • the local Waitrose who have also been very generous, and • Asda across the road where the newer relationship continues to develop year on year, with increasing donations across all three – thanks to customers of all three supermarkets • successful one off donation drives (including charity events at Tesco) as well as the regular weekly donations. • Christmas, Harvest Festival and Easter donations from all parts of the community (Rotary Club, MANY local schools, churches & businesses (fuller list below). • Tesco/Waitrose/Asda customers etc were incredible, and a real blessing to those in need. We were able to give out not only food/toiletries, but also some presents so that children who would otherwise have to go without, were able to enjoy Christmas 2020! <p>We feel it is appropriate to include a comment on Covid-19 here too. As mentioned above, although we retained our changes to the way we operate internally and externally to keep everyone as safe as possible, we stayed open <u>every</u> week yet again this year. Since we opened over 4 years ago, our team of volunteers have ensured that we've been open every single week, serving our community.</p>
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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	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Thanks to some generous one-off donations during the year, and the consistent giving by others month by month & year by year, the charity is in a sound financial position. We need cash as well as donations of food/toiletries because we have to buy in items which are donated less frequently in order to make up balanced food parcels detailed by Trussell Trust. So we have, as ever, valued both cash and food donations this year; both have a great part to play in supporting those who are struggling at any given time.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Charity's policy on reserves has been simply to carry sufficient to ensure the ability to buy what is needed to continue to function well, purchase food for clients, pay a modest rent etc. For some of the year, we had one part-time employee, although as this report is prepared in early 2022, we are currently functioning without employees due (as ever) to our amazing volunteers. The balance in our current account is felt to be sufficient to enable us to continue to serve our community for up to a year whatever happens, and to cope with any emergencies which arise
Amount of reserves held	Para 1.22	Our bank account had £30790 at the end of the year. Cash on hand was £10.48.
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	No deficits
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainty; charity appears to be on a sound financial footing thanks to generous donations, and our amazing unpaid volunteers. We plan to work closely with the local Citizens Advice in the coming year in order to address at the root some of the challenges facing our clients. There will be an associated cost, although this is expected to be covered by a grant from Trussell Trust with the balance coming from our own resources.

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	Particularly generous donors have included: - Tesco, Waitrose, and Asda and their customers - Local schools, churches & businesses such as Oaklands College, Paradigm Housing, Thrive Homes, ARISE, Mylan Healthcare, Mitsubishi Electrical, Gascoyne Cecil Trust, and many donations made via Stewardship, Charities Aid Foundation, Charities trust etc. - Many personal donors have made one-off contributions which has really helped us
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		<p>- A number of personal donors have started making (and continue to make) regular donations which is also <u>much</u> appreciated. Thank you all.</p> <p>In addition, we receive a number of one-off donations at key times in the year (in particular, Christmas)</p> <p>Grants from the Borough Council to help us to deal with Covid etc (mentioned above).</p> <p>We would be unable to function without the generosity of our donors – thank you all.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	We don't make investments.
A description of the principal risks facing the charity	Para 1.46	<p>The only risk of any merit facing the charity would be if its use of Gracemead House in the town centre was somehow to come to an end. Gracemead is conveniently located for volunteers and clients alike, and at a very reasonable rent. That said, firstly there seems little prospect of this happening given that two of the trustees have significant influence over allowing the continued use of Gracemead. And secondly, trustees are convinced that another suitable location would be found in any event.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
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	Elected by members

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	Hatfield Foodbank
Other name the charity uses	none
Registered charity number	1174288
Charity's principal address	Kings Community Church Offices, 1 st floor Kennelwood House, Kennelwood Lane, Hatfield AL10 0LG, though foodbank sessions are run from Gracemead Church, Gracemead House, Woods Avenue, Hatfield AL10 8HX

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	Dominic James Long	Chair of Trustees	Whole year	
2	Heather Jane Dyce	Trustee	Whole year	
3	Philip David Mayes	Trustee	Whole year	
4	Obafemi Oludare	Trustee	Whole year	
5	Michael Laurence Dyce	Treasurer	Whole year	
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19				
20				

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

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	none
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	none

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

Other optional information

We are a Trussell Trust foodbank – hence there being no entries under “advisers” above – Trussell provide excellent support and advice at the end of a phone (or email).

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Dominic Long (signed electronically)</i>	<i>M L Dyce (signed electronically)</i>
Full name(s)	Dominic James Long	Michael Laurence Dyce
Position (eg Secretary, Chair, etc)	Chair of trustees	Treasurer
Date	23/1/2022	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Hatfield Foodbank

**On accounts for the year
ended**

30 September 2021

**Charity no
(if any)**

1174288

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2021.

**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 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.

Signed:

Keith Grover

Date:

9/12/21

Name:

Keith Grover

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

Fellow of the Institute of Chartered Accountants in England & Wales

Address:

1 Hunt Close

St. Albans

Herts. AL4 9JH

HATFIELD FOODBANK - Summary year to 30/9/2021

Income

	<u>cash</u>	<u>bank</u>	<u>total</u>	
Grants	0.00	3400.00	3400.00	
Tesco top-up/Trussell	0.00	3631.50	3631.50	
Tesco collections	0.00	449.19	449.19	
Stewardship/CAF donation/PayPal giving Fund	0.00	10181.64	10181.64	
Business/Company/Rotary Club donations	0.00	9464.55	9464.55	
Personal donations banked		3210.00	3210.00	
Gift Aid tax rebate	0.00	870.84	870.84	
Food 'sales' & personal donations	451.11	394.93	<u>451.11</u>	31658.83

Outgoings

	<u>cash</u>	<u>bank</u>	<u>total</u>	
Employee costs & warehousing	0	8612.26	8612.26	
Equipment & shelving	0	86.48	86.48	
Running costs -utilities & phone	0	3976.03	3976.03	
Running costs - rent & repairs	0	7430.00	7430.00	
Running costs - stationery & postage	0	234.74	234.74	
Food Purchases (incl toiletries)	50.00	2143.93	2193.93	
Volunteer expenses (incl Louise)	0	35.57	35.57	
Insurance	0	162.87	162.87	
Cleaning	0	60.00	60.00	
Information Commissioners Office	0	35.00	35.00	
Sundries	34.00	24.93	58.93	
cash banked	394.93	0.00	<u>0.00</u>	22885.81

NET SURPLUS (DEFICIT) FOR THE YEAR

	8773.02
Closing Bank (ledger) balance	21989.41
Opening Cash balance	38.30
	30800.73

Represented by

Cash on hand		10.48
Bank (ledger) balance	at 30/9/2021	30790.25
		30800.73

Bank rec

Bank balance per statement	30790.25
less uncashed cheques	
	30790.25



Section A

Independent Examiner's Report

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ended**

30 September 2021

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