



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st October 2022 to 30th September 2023

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> <p>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;</p> <p>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> <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 sixth year of operation, we have:</p> <ul style="list-style-type: none">- collected 67 tonnes (previous year 44 tonnes) of food from supermarkets, schools, businesses and other individuals, and given out nearly 68½ tonnes (previous year 44 tonnes). The growth in demand means that – despite an increase in donations – we've had to buy in over 13 tonnes of food too. <p>There is an ongoing disparity between donations and demand, and we've been fortunate to be able to use donations to buy stock to give out.</p> <ul style="list-style-type: none">- continued with our amazing group of around 35 or so volunteers,- opened every week to serve those who were/are struggling in our local community (we achieved this even throughout Covid

		<p>- provided 8777 people (previous year 5230 people) in Hatfield and the surrounding area (including 3385 children – previous year was 2290 children) [who were referred to us through our partner agencies] with emergency food parcels. These figures are again an increase on previous years. Relieving hunger amongst over 8770 of our ‘neighbours’ is an amazing thing to be able to achieve – thank you volunteers and referring agencies. (We work with over 100 agencies, who can refer their clients to the Foodbank as necessary...schools, doctors’ surgeries, housing associations, Citizens Advice, the Council, churches – essentially anyone who may come across those in our community who are struggling).</p> <p>We’ve been able to continue this year (started Spring 2022) – with the assistance of a significant grant from Trussell Trust – with having a Citizens Advice worker present at all our foodbank sessions. He speaks to all clients who want his time...he’s a specialist in benefits, debt etc; the aim is to deal with clients’ issues at source wherever that’s possible and helpful to clients. We pay his salary (via the grant), and CA report quarterly on the growing number of clients helped with benefits or debt relief etc.</p>
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 and a linked deposit account for wise stewardship (i.e. to get some bank interest rather than leave funds only in a 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 manager during the year – much needed due to the growing demands). We are

		<p>extremely grateful for all of our wonderful team of volunteers!</p> <p>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</p>
Other		

Achievements and Performance

	SORP reference	
<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 8770 people fed including nearly 3385 children with over 68 tonnes of food, toiletries etc. These are very significant increases in demand (and thus our workload) - the impact of the economic issues experienced around the country manifests itself clearly at Hatfield Foodbank. Some of the detail of our work includes:</p> <p>We continued our work with:</p> <ul style="list-style-type: none"> • a warehouse which continues to have stocks well below what we saw in our first few years. This is perhaps not surprising given the increased demands; we continue to give out more food than is donated. Fortunately we are able to get grants from a number of sources to enable us to buy in food to make up the shortfall. Some donations from some sources remain strong. • 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 (and which has improved significantly following the appointment of an excellent and supportive new community champion), with donations

		<p>increasing across all three – our thanks go to customers of all three supermarkets</p> <ul style="list-style-type: none"> • 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 (many local schools, churches & businesses (fuller list below)) <p>The queues at our doors each week have grown significantly, and the difference we are making to many lives in the local community is noteworthy. We hear (and record anonymously) many stories of what a significant difference we've made to those who had nothing to eat and no way of buying in food.</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	Despite a growing need to buy in food & toiletries, thanks to some generous one-off donations during the year, one particularly generous gift from an estate, 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 <i>and, especially this year, we've had to buy in 13 tonnes of food over & above donations.</i> Thus 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, pay our one part time employee which again enables us to continue to function well, purchase food for clients, pay a modest rent etc. The balance in our current account at 30/9/2023 included £23,019.45 of restricted funds – designated for the Citizen's Advice project employee as mentioned above. This was paid out right at the start of the next accounting year (on 4/10/2022) when the bill came in from Citizens Advice. We believe we can continue to serve our community for up to a year and longer whatever happens, and to cope with any emergencies which arise
Amount of reserves held	Para 1.22	Our bank account had around £100k funds – made up of £53k restricted and 48k unrestricted funds at the end of the year. Cash on hand was £9.40.
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 continue 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. The associated cost, is expected to be covered by a grant from Trussell Trust with a small balance coming from our own resources or from third party grants where we can obtain these.

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	<p>Particularly generous donors have included:</p> <ul style="list-style-type: none"> • A significant sum from the estate of a borough lady who supported the foodbank. Her son was amazing in organising this for us • Tesco, Waitrose, and Asda and their customers – including “top-up” payments received from the supermarkets via Trussell Trust. This is a scheme whereby supermarkets donate the profits they make from people buying food to donate to the foodbank. • Local schools, churches & businesses such as Welwyn Hatfield Borough Council, Infinis Energy, Freemasons, Peartree Wellbeing, Salisbury/Gasgoyne Cecil, The Macs Hart Trust, Rotary Club etc. and many donations made personally and via Stewardship (often via our website), Charities Aid Foundation, Charities Trust etc. • We want to mention separately the grant from Trussell Trust (over £45k) for the project with Citizens Advice which is mentioned earlier in this Trustees Return. Many personal donors have made one-off contributions which has really helped us • A number of personal donors have started making (and continue to make) regular donations which is also <i>much</i> appreciated, and makes a huge difference. We could not do our work without the generous giving or personal and corporate donors; thank you all again. <p>In addition, we receive a number of one-off donations at key times in the year (in particular, Christmas)</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 risks of any significance facing the charity are:</p> <ol style="list-style-type: none"> 1. demand has continued its exponential growth beyond this year – and we continue to buy in significant amounts of food. In the first 6 months of the following year we bought in £11,000 – significantly more than for the whole of the previous year. Fortunately our amazing old & new donors have, so far, continued their great generosity so that we have had sufficient to give to all who have “come our way” (been

		<p>referred our way by our amazing referral agencies). We are so grateful to the generosity of personal, business, and company donors.</p> <p>2. 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	Gracemead House, 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	Heather Jane Dyce	Trustee	Whole year	
2	Obafemi Oludare	Trustee	Whole year	
3	Michael Laurence Dyce	Treasurer	Whole year	
4	Colin Geoffrey Hill	Chair of Trustees	Whole Year	
5	Alex Masters	Trustee	24/9/2023 to 30/9/2023	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
17				
18				
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)

Dominic Long – Foodbank Manager (part time)

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)	Colin Hill (signed electronically)	M L Dyce (signed electronically)
Full name(s)	Colin Geoffrey Hill	Michael Laurence Dyce
Position (eg Secretary, Chair, etc)	Chair of Trustees	Treasurer
Date	26/5/2024	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Hatfield Foodbank

On accounts for the year
ended

30 September 2023

Charity no
(if any)

1174288

Set out on page

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2023.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Keith Grover

Date:

9/11/23

Name:

Keith Grover

Relevant professional
qualification(s) or body:

Fellow of the Institute of Chartered Accountants in England & Wales

Address:

1 Hunt Close, St. Albans, Herts. AL4 9JH

Hatfield Foodbank
Receipts and Payments Account

Year ended 30 September 2023

	£	£
<u>Receipts</u>		
Grants	87,229.50	
Tesco top-up/Trussell	7,979.67	
Tesco collections	409.89	
Stewardship/CAF donation/PayPal Giving Fund	14,889.58	
Business/Company/Rotary Club donations	19,539.84	
Personal donations	4,672.75	
Food 'sales'	853.94	
Sundries	3,748.68	139,323.85
<u>Payments</u>		
Employee costs & warehousing	18,951.96	
Citizens Advice Bureau project	47,970.50	
Equipment/cupboards/carpet/shelving	6,412.99	
Running costs - utilities & phone	6,596.20	
Running costs - rent & repairs	2,719.84	
Running costs - stationery & postage	607.32	
Food purchases (incl toiletries)	16,724.22	
Gift Card purchases (from legacy)	3,528.00	
Volunteer expenses	215.70	
Insurance	202.79	
Information Commissioners Office	35.00	
Training sessions and expenses	120.00	
Sundries	22.39	104,106.91
Surplus for the year		35,216.94
Opening cash and bank ledger balances		66,370.51
Closing cash and bank ledger balances		101,587.45
Represented by:		
Cash on hand		9.40
Bank ledger balance:		
Unrestricted funds	48,563.55	
Restricted funds	53,014.50	101,578.05
		101,587.45



CHARITY COMMISSION
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Independent examiner's report on the accounts

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Relevant professional
qualification(s) or body:

Fellow of the Institute of Chartered Accountants in England & Wales

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Hatfield Foodbank
Receipts and Payments Account

Year ended 30 September 2023

	£	£
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