



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2021		31	3	2022

Section A Reference and administration details

Charity name	Food and Friendship		
Other names charity is known by			
Registered charity number (if any)	1178067		
Charity's principal address	Hove Methodist Church		
	Portland Road		
	Hove		
	Postcode	BN3 5DR	

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	Rachel Elizabeth Richards	Chair		
2	Karen Head	Treasurer		
3	Jacqueline Suzanne Edwards	Vice Chair		
4	Michael Hill			
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by the members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All existing trustees have read and signed the relevant charity commission documents pertaining to the duties of a trustee. Food and Friendship holds annually updated policies in the following areas:
 Health and Safety – including Risk Assessment
 Safeguarding Vulnerable Adults
 Equality and Diversity
 Data Protection and Privacy

In addition, trustees, volunteers and staff attend emergency first aid training on a yearly basis.

Summary of the objects of the charity set out in its governing document

To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of, but not restricted to, low-cost lunch clubs.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Our main activities are running a low-cost lunch club twice a week from Hove Methodist Church for older people and adults with learning disabilities. We aim to tackle social isolation and loneliness and support people to develop new friendships and feel more connected to their communities. Alongside this we aim to offer advice sessions after lunch to signpost beneficiaries who might benefit from health, social and financial support organisations. We also aim to provide a low-cost nutritional meal using food donated by the charity FareShare Sussex to reduce food waste. We provide regular volunteering opportunities, some for older people and people with learning disabilities.

Food and Friendship trustees have had regard to the guidance issued by the charity commission on public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Annual report April 21 to March 22

Overview

Between 31st March 2021 and 1st April 2022 Food and Friendship prepared and served or delivered over 5000 meals to isolated older people and adults with learning disabilities. Helping over 150 people across the city we worked with a volunteer team of 40 people aged between 17 and 86. We prevented 8 tonnes of food going to landfill and in conjunction with Hove Methodist Church we provided food parcels and food vouchers to 92 adults and children referred by the charity CHOMP.

“Thank you for making my mother feel like she is loved and part of the family at lunch club” Adam Ransom.

This year in the life of Food and Friendship continued to be shaped by the tail end of the COVID pandemic. Between April and June we continued with meal deliveries to a range of isolated older people and adults with learning disabilities with a volunteer crew carried over from the previous year. As restrictions started to ease and the furlough scheme came to an end people started to return to work and we noticed a drop-off in meal requests. We eagerly anticipated a return to in-house dining and spent several weeks planning for it. This involved close monitoring of environmental health recommendations and re-writing our risk assessments to minimise the spread of infection. Volunteers were also self-testing with lateral flow tests. In June we re-opened with smaller groups to enable social distancing with masks being worn and enhanced covid protocols including easy read signage for adults with learning disabilities to provide visual cues about safe behaviour at lunch club, and what to do if they felt ill. We separated the Tuesday group into ‘apples’ and ‘bananas’ and invited them to come once a fortnight at first so we could safely socially distance. Brighton and Hove Community Transport were able to collect 10 people on each bus to allow for social distancing. Buses were ‘de-fogged’ and sterilised after every trip. The transport continues to be a vital part of our provision as it connects very isolated people who

cannot access public transport, a problem even more acute after COVID.

“My husband has just spoken to his mum and she is much chattier than normal and even said she enjoyed going out. Massive win and it’s nice to see her enjoy something.” Daughter in law of a guest

We returned to our normal meal provision during the Autumn of 2021 and were able to welcome new referrals. We noticed an increase in the number of referrals for isolated older people who had lost confidence going out with a resultant feeling of increased isolation. By December, the Omicron variant was looming and causing concern so we were unable to provide an in house Christmas day lunch to isolated people with Hove Methodist Church. We delivered a hot lunch to 150 people on that day with the help of a large volunteer team. We partnered with Waitrose Hove to provide gift hampers to 34 local families on low incomes who had been referred by the charity CHOMP. When we returned in January we had over 100 people coming through the doors every week right up until the end of the year.

Over the year, we have maintained meaningful relationships with a wide range of stakeholders: funders, referrers, other charities and community groups, the local community and the wider public. This has helped us to raise the profile of Food and friendship, which we hope will increase self-referrals and have a positive impact on fundraising. We hope this will help us to extend our future partnership working and help us to develop as an organisation. In particular, we worked with BHEsco, Time to Talk befriending, Albion in the Community, Ageing well Brighton and Hove, TogetherCo social prescribing team, The Stroke Rehabilitation Service, The Grace Eyre centre, The Red Cross, Digital Brighton, Brighton Table Tennis Club, Nam Yang Martial Arts and the Carers Centre and also received referrals from family members and doctors surgeries and social media.

“What a fabulous, friendly lunch club. A really lovely place run by amazing people :)” Stephanie

We developed a relationship with food surplus distribution charity UK Harvest and they sent us several tonnes of mainly

catering surplus in addition to our regular FareShare weekly delivery. We also collected surplus food from Sainsburys, Tesco and Lidl. This enabled us to minimise food costs while providing a range of healthy and interesting meals using items such as venison mince that we would not have had the opportunity to use normally.

Brighton and Hove Food Partnership continued to help us with large catering food items from their food distribution hub and gave us some equipment. We also benefitted from the Hungry This Winter crowdfund and their help and guidance as we began to re-open.

“I’ve been considerably enriched by coming to the Lunch Club and constantly marvel at the fine job you all do.” Janet, Guest

Extra projects

Brighton & Hove City Council worked with the voluntary sector and the Health Service to produce a report in August 2020, which identified needs that had arisen during the Covid-19 pandemic, for communities already experiencing inequality in Brighton & Hove. A key finding was Digital exclusion that limited accessibility of information and the ability to connect with others, particularly for older people and those in poverty. The COVID pandemic highlighted the inequality that exists between people who had access to a digital life, and those who did not.

We worked very hard to bring isolated people back into our venue to provide that much needed human contact after so much isolation but our lunch clubs were only able to address that need for a few hours a week. After that, many of our guests went home to an empty flat and did not have much opportunity to connect with others.

The Contain Outbreak Management Fund (COMF) managed by the City Council enabled us to work with Digital Brighton to address some of these issues. We bought mobile phones and tablets which were made available to interested beneficiaries enabling them to connect with friends and loved ones, connect with other support services and also to enjoy internet browsing just for research and pleasure. Many of our guests did not have an informal support infrastructure to help them get connected

so as well as how to connect, stay safe online and avoid scammers - of particular concern for older people, guests had the opportunity to try digital equipment with the support of digital brighton volunteers who were able to problem solve every week and help users to build confidence. They worked on a one to one basis to support targeted people with no access to mobile phones or the internet to get connected. Charities connected gave us 30 sim cards that each came with 20GB data plus unlimited calls and texts each month for a period of six months. Importantly, this meant that guests did not need a broadband or wi-fi set up at home. This project was very successful and has helped reduce social isolation in many of our guests. It is ongoing and has become a regular aspect of pre-lunch.

"I love what you do and embrace the joy your club brings to your volunteers and guests. Keep up the good work" supporter

We were also successful in applying for funding to provide an exercise club on a Thursday. Nam Yam Brighton Martial Arts Club provided a pre-lunch gentle kick boxing and tai chi class, and we hired tables from Brighton Table Tennis Club to run post-lunch table tennis sessions. These sessions provided alternative physical exercise opportunities for adults with learning disabilities, who are often unable to exercise independently or without special venues, equipment or support, (something that was highlighted in the Equalities and Access Workstream Interim report that informed the COMF fund). Nam Yang were very experienced in working with people with learning disabilities and the accessible sessions helped some guests to make real progress throughout their participation. Some guests who had significant health problems have embraced the ethos of Nam Yang and are attending several other clubs across the city. Other guests have attended open competitions run by Nam Yang and have demonstrated kick boxing and tai chi techniques at street parties and open events across the city. One guest who has a learning disability has been given a new lease of life by his involvement in the exercise club. His confidence has really developed and he attends several other sessions throughout the week. The boxing has allowed him to express his emotions in a safe space

which is something he had been unable to do. Other Thursday guests drop in every now and then before lunch. We have continued the exercise club with the generous support of Nam Yang and it has become a regular and important offering to Thursday club guests.

We also partnered with Brighton and Hove City Council to help deliver Household Support Funding from the Government to families receiving free school meals with the help of Hove Methodist Church. We set up an account with Tesco and gave out vouchers worth £25 per family member in December 21 and March 22 which enabled recipients to buy food and other essentials such as clothing and toiletries and could be tailored to individual need. This arrangement has been ongoing as HSF funding has been made available to local councils.

“Good job make me happy wen I come to luntch group lots people” Thursday club guest

Summary of main benefits of lunch club

Our twice weekly lunch club and our delivered meals during COVID provided **important Nutritional support**. Many guests lacked the ability to provide themselves with a hot nutritious meal. Whether through poverty, lack of equipment, limited mobility, reduced chances to shop for food, lack of digital connection limiting opportunities to access online food provision and delivered meals, a lack of cooking knowledge or a combination of several of these, our service was there to fill in the gap.

Lunch club provides **social support** and a chance to connect with others in the community and form friendships. It is an antidote to loneliness. Many of our beneficiaries live alone and are bereaved and are socially isolated living alone in Hangleton and Mile Oak. They have reduced mobility and multiple age-related health conditions and sensory impairments that limit opportunities to socialise. Our buses provide an accessible and subsidised door to door collection service with friendly drivers.

Attending lunch club is **a gateway** to other social events that take place in the building such as the Friday Chatty café and various musical concerts and discos throughout the year. Many guests attend the building regularly and in fact their social life

is centred in the church where social connections are developed.

The lunch club offers a chance to be referred to other support agencies. Over the year we have **signposted** vulnerable guests when they had problems with their housing, social care issues, fire brigade safe home checks, legal issues, and were able to refer to other support agencies such as foodbanks and other meal providers and the City council post-covid financial support

Lunch clubs provide a **chance to volunteer** in a meaningful way in the community. We have over 40 volunteers, half are retired and 10 have learning disabilities. Volunteering at lunch club provides structure and social contact and a chance to give something back. Volunteers also learn new skills around food and food prep, develop inter-personal skills and also have the chance to take part in accredited training such as Food hygiene and first aid as well as having access to regular social events. Food and Friendship could not exist without the enthusiastic and supportive volunteer team that is at the core.

Partnerships and funding

We continued to receive funding from Sussex Community Foundation and Brighton and Hove City Council COMF fund. In addition, the Enjoolata foundation provided funding to cover the transport costs. We were chosen by the Coop to be one of their community causes and received 1p in every £1 spent by a Coop shopper who had chosen us to receive funding.

Hove Rotary club organised a fundraising moonwalk for us and we were very grateful to receive funding raised by the inaugural Sophie Kennard Memorial fund. Small one off donations via Givey.com continued to come in and we were pleased to develop our relationship with Kingsway care who provided sponsorship to help us with food costs and donated a staff member to help run the Thursday club and provide entertainment. This sponsorship will continue into the next financial year.

We developed links with Windlesham School in Hove and welcomed young people into lunch club to volunteer. Pupils also collected a large assortment of food items during the Harvest Festival which we were able to give out to families in

need.

We have developed our service this year to provide more opportunities for guests and the wider community to try and tackle some of the issues that our beneficiaries face in their day to day life. We continue to re-build after the COVID pandemic. The pandemic had a huge effect on the wellbeing of older people and adults with learning disabilities and shone a spotlight on levels of social isolation that many people face as a result of bereavement, lack of adequate support, loss of family and friends, and the loss of a workplace. Age-related ill health such as dementia and impaired mobility increased isolation and those beneficiaries with sensory impairments found it harder to access support because they struggled to read print or hear their telephone. We see what a difference attending lunch club makes to people. For some, lunch club is the only place where they see people and can have a conversation beyond a 15 minute carers visit. New friendships are made between volunteers and beneficiaries alike and lunch club is a friendly bustling hub where everyone is welcome.

The trustees of Food and Friendship would like to thank funders, volunteers, beneficiaries, referrers, Hove Methodist Church, Kingsway Care, FareShare Brighton and Hove, UK Harvest, Brighton and Hove Food Partnership and Brighton and Hove Community Transport for enabling us to grow as an organisation and welcome more people through our doors.

Section E Financial review

Brief statement of the charity's policy on reserves

The net funds of the Charity at 31.3.2022 were £21,694 and this is required to fund our ongoing work.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>R Richards</i>	<i>K Head</i>
Full name(s)	Rachel Richards	Karen Head
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	06.01.2022	



Receipts and payments accounts

CC16a

For the period
from

Apr-21

To

Mar-22

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	2,706	26,200		28,906	29,328
Weekly Intakes	10,698	-		10,698	2,734
Donations	10,578	-		10,578	16,590
Raffle	-	-		-	-
Bank Interest	-	-		-	-
	-	-		-	138
	-	-		-	
	-	-		-	
Sub total (Gross income for AR)	23,982	26,200	-	50,182	48,790
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	23,982	26,200	-	50,182	48,790
A3 Payments					
Transport	-	3,894		3,894	504
Ingredients	115	2,065		2,180	909
Sessional Worker	25,740	-		25,740	23,870
Fairshare Fees	-	273		273	253
Volunteer Expenses	840	558		1,398	638
Publicity, administration, insurance and fund	503	676		1,179	1,545
Training	-	2,098		2,098	-
Room hire	-	2,600		2,600	-
Equipment	27	1,466		1,493	3,758
Household Social Fund	-	10,000		10,000	320
Sub total	27,225	23,630	-	50,855	31,797
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	27,225	23,630	-	50,855	31,797
Net of receipts/(payments)	- 3,243	2,570	-	672	16,993
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,795	4,572	-	22,367	5,374
Cash funds this year end	14,552	7,142	-	21,694	22,367

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash in bank c/fwd 2021	17,795	4,572	-
	Cash in bank after receipts & payments Apr 2021/ Mar 2022	- 3,243	2,570	-
		-	-	-
	Total cash funds	14,552	7,142	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	N/A			
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		<i>R Richards</i>	Rachel Richards	06.01.2023
		<i>K Head</i>	Karen Head	06.01.2023

**Section A****Independent Examiner's Report****Report to the trustees/
members of**

Food and Friendship CIO

**On accounts for the year
ended**

31 March 2022

**Charity no
(if any)**

1178067

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

**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.

** Please delete the words in the brackets if they do not apply.*

Signed:**Date:** 08.01.2023**Name:**

Chris Hill

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

FCA – Fellow of the Institute of Chartered Accountants

Address:

177 Nevill Road

Hove

BN3 7QN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Not applicable.