



# **ANNUAL REPORT**

**for the Year to  
31st March 2021**



## **STRUCTURE AND GOVERNANCE**

Devizes & District Foodbank is governed by a Constitution and was registered as a Charitable Incorporated Organisation (CIO) on 29 July 2018. However, the Foodbank continued to operate as Devizes Foodbank until 31 March 2019, at which time Devizes & District Foodbank assumed the activities previously undertaken by Devizes Foodbank.

The charity is managed by a board consisting of a maximum of twelve Trustees, who endorse the charitable objectives of the Foodbank and support its compassionate ethos arising from its Christian origins. Trustees meet on a regular basis to set the framework within which the Foodbank operates. They approve all policies, new projects and budgets, and monitor and control the finances of the organisation.

On a day-to-day basis the Project Manager, and the Volunteer and Food Manager work with the volunteers and agencies to carry out the ongoing activities of the foodbank. It is these managers that have responsibility for the delivery of services and the achievement of objectives.

Risk Assessments have been carried out for all the foodbank's activities, together with appropriate policies, including policies for Health & Safety and Safeguarding.

Devizes & District Foodbank seeks to be transparent in all its activities, so all stakeholders are able to participate in its development.

### **Trustees:**

Jasper Selwyn (Chairman)  
John Starling (Treasurer)  
Imam Hossein  
Richard Oliver  
Bridget Selwyn  
Jacky Thomas  
Denise McCrohan (from July 2020)  
Nick Tatlock (from July 2020)

### **Project Manager:**

Liz Starling

### **Volunteer and Food Manager:**

Michelle Russell

## **OBJECTIVES of the FOODBANK**

The relief of financial hardship amongst people in Devizes, Wiltshire 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:

- a. providing emergency food, essential toiletries, and household items 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.

The Trustees consider that the activities undertaken by the Foodbank to achieve the objectives that the charity has complied with the duties under section 4 of the 2006 Charities Act.

## **A MESSAGE FROM THE CHAIRMAN**

When I took over the Chairmanship in April 2019 I said I was prepared to do it for two years. I never like people who say they are leaving a party but then don't go, so I kept my word and resigned in March 2021. I am delighted to be succeeded by Richard Oliver, who is already showing that he has a much better grasp of the complexities of chairing a foodbank than I had.

Last year I outlined the challenges we faced at the beginning of the pandemic. Our Volunteer and Food Manager, Michelle Russell, and Project Manager, Liz Starling, rose to the occasion and devised new ways of working. They also put in a lot of extra hours, and we were fortunate enough to get a grant from Wiltshire Community Foundation to pay them for these. I was impressed by the way the community, in various guises, rose to the occasion, not just doing shopping for those who were shielding, but giving out free meals to anyone who wanted them. The Government, too, helped people financially through benefits and the furlough scheme, though there were many who slipped through the net. They also produced food parcels of their own, though you may recall that they were not always well received, and indeed some people donated the contents of their Government parcels to the foodbank! Most of our agencies were unable to meet clients face to face, and for a while we were concerned that people might be having difficulty finding out how to get support. Not everyone has the skills or computer access to do research online, and telephone enquiries may involve hanging on for a long time and paying for the call. However, solutions seem to have been found, and our links with our agencies have strengthened.

Liz and Michelle developed a new way of operating, with the majority of food boxes being delivered by volunteers. We were overwhelmed with offers to help, and sadly were not able to use everyone who approached us. Food donations increased significantly, but the most spectacular rise was in financial support, with some extremely generous donations. These enabled us to buy a much needed new van, and also to build up our reserves for the future.

The new Medical Centre in Marshall Road is likely to be ready in the summer of 2022, so we need to find new premises, for which we will probably have to pay rent. We are hoping that as well as our food store we will have a facility (probably in a different place) where we can meet clients and signpost them to agencies which can help them. This will introduce a new role for volunteers, requiring a different set of skills from sorting food and packing boxes. We are looking to set up an Operations Group to develop new ways of working, so my successor faces plenty of challenges.

I would like to pay tribute to our two staff members, the committed group of volunteers, and my fellow trustees who ensure that we continue to meet the need to help those in crisis until such time as the Trussell Trust succeeds in its campaign to eliminate the need for foodbanks.

*Jasper Selwyn, Chairman*

## **PROJECT MANAGER'S ANNUAL REPORT 2020-2021**

Little did I know when writing last year's annual report that I would still be talking about Covid restrictions a year on.

After the initial flurry at the beginning of the first lockdown, when the phones were ringing non-stop, and emails were arriving at the rate of knots, the workload did ease to a more manageable level.

At the beginning of the year, we moved almost completely on to a delivery model with a small team of volunteer drivers and working with reduced volunteers in the warehouse. As the Covid guidance brought in social distancing, face coverings etc., we gradually started allowing people to bring their vouchers to the Foodbank, although requesting that they remain outside the entrance door.

As always, I want to record my personal thanks and appreciation to Michelle for the tireless way she keeps the warehouse (and the volunteers!) organised and manages the food donations coming in and the emergency food boxes going out.

As a foodbank, we continue to value the support we receive from the Trussell Trust Network and especially our area manager Lucy Duffy. It was good to be able to join in with the South Coast Cluster meetings without the need to travel as these were held via Zoom. We are reassured to know that the challenges we experience are shared by many other foodbanks as well.

Ann Yates continues to manage the Marlborough volunteers who have been busy delivering emergency food boxes to people in the Pewsey and Marlborough areas. This has been invaluable as the Methodist churches in both Marlborough and Pewsey were closed during the pandemic.

We continued with the School Holiday Meals project offering a box of food for each week of the main school holidays for families where children were receiving free school meals, apart from the Easter 2020 school holiday. Having children at home means having to find more food, childcare, and ways to entertain children - all of which costs money. This puts pressure on household budgets making it even harder to ensure that children and families are eating well. The boxes of food given out go a small way to ease this pressure. During the Summer 2020 holiday, we gave out 90 boxes to 41 families. We suspect that demand was low as families had also been given government vouchers. Christmas 2020 was the complete opposite, and we gave out boxes to 304 families from 20 local schools.

Throughout the year we were overwhelmed by the generosity of the public and organisations etc in terms of food and money donations. This included APT Group who not only raised £716 from their February 10,000 Steps challenge (this was earmarked for our new van due to be purchased at the beginning of the new financial year), but provided a van and driver to help deliver the school holiday meal boxes.

Tesco ran two Food Collections in August and November, but these were unmanned due to Covid restrictions, and donations were considerably reduced. This was not a concern as we still had extremely high stock levels - so much so that we stopped all food donations during January. This enabled us to bring our stock to a more manageable level.

The Foodbank continued to help other charities in 2020/2021 with donations of surplus stock, with over 2 tonnes going to Devizes OpenDoors, FareShare and Marlborough Loves Kids. In addition, a further tonne was given to other foodbanks (both Trussell Trust and independent).

During the pandemic I have been unable to visit groups and school to talk about the Foodbank, however I did manage a couple of Zoom calls and produced a video for school assemblies.

We are looking at ways in which we can make use of the new St James Community Hub but this on hold until restrictions are lifted.

Throughout the year I continued to liaise with schools, churches, and other organisations to encourage donations of food and money, ensuring that they were aware of shortages and overstocks. This also meant ensuring that Facebook and the website were kept up to date.

I am really pleased to report that 20 new agencies signed up or renewed their registration form in 2020/2021. We are encouraging use of E-referrals where possible.

We were successful in setting up a new fundraising page through CAF. This went live mid-April and has been highly successful, both in terms of individual donations and new direct debits.

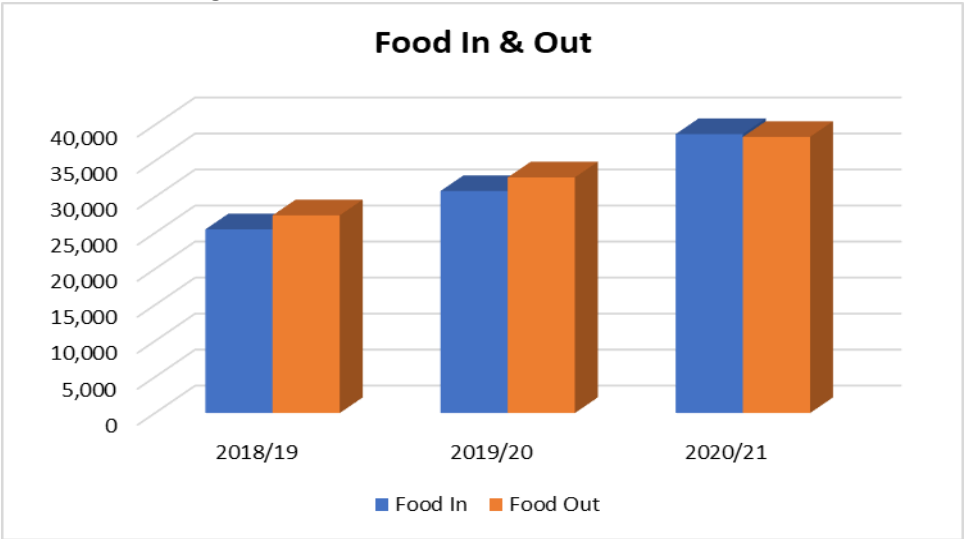
Thank you to everyone who has helped in anyway during 2020/2021 – it is very much appreciated.

*Liz Starling, Project Manager*

## FOOD & CLIENTS INFORMATION

### Food In & Out

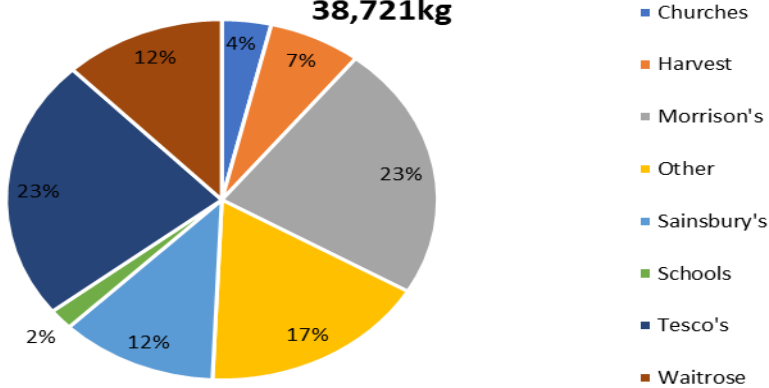
In the year to 31<sup>st</sup> March 2021 38,721kg of food was donated to Devizes & District Foodbank (DDFB). This is an increase of 25% on the previous year. At the same time DDFB saw a 17% increase in food out at 38,329kg. The level of stock at the end of the year was broadly the same as the beginning of the year, although there were some significant fluctuations due to the different timings of food in and out. However, thanks to the generosity of our donors, general stock levels were, and continue to be, adequate to meet demand, although there are occasional shortages of some items.



### Donations

Food donations continue to be dominated by the four main supermarkets within the DDFB area: Morrison’s, Sainsbury, Tesco, and Waitrose, where food is left at collection points in these stores. This was supplemented by two Tesco Food Collections at the store in Marlborough. We are also very grateful to both Morrison’s and Tesco, who provided additional donations of food during the first Covid-19 lockdown. Historically over 20% of the food donations have come from schools and churches, often during harvest and Christmas events, however this is down to 13% this year (4.8 tonnes), due to Covid-19 related closures. Donations from other sources (individuals and organisations within the DDFB area) have increased to 17% or 6.6 tonnes. DDFB are extremely grateful for all food donations provided they are of non-perishable food and in date by at least 4 months.

### Source of Food Received 38,721kg

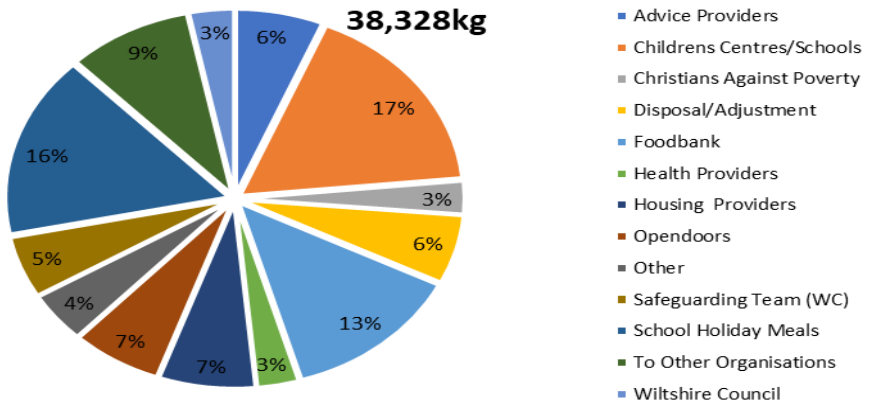


### Distributors

The chart below shows the proportion of food distributed to clients following referrals from our 67 partner agencies. DDFB are extremely grateful for the help and support of our partner agencies, without whom we would not be able to support our clients. These agencies also provide an invaluable service to the community.

In addition to food given to clients via our normal food boxes, DDFB provided 6.1 tonnes of food to support children during school holidays (up from 2.6 tonnes in the previous year) and were able to provide a further 3.4 tonnes to other organisation including Open Doors, Fareshare and other foodbanks. Unfortunately, we also had to dispose of 1.2 tonnes of food as it was either out of date or damaged and could not be given to clients.

### Distributors 38,328kg

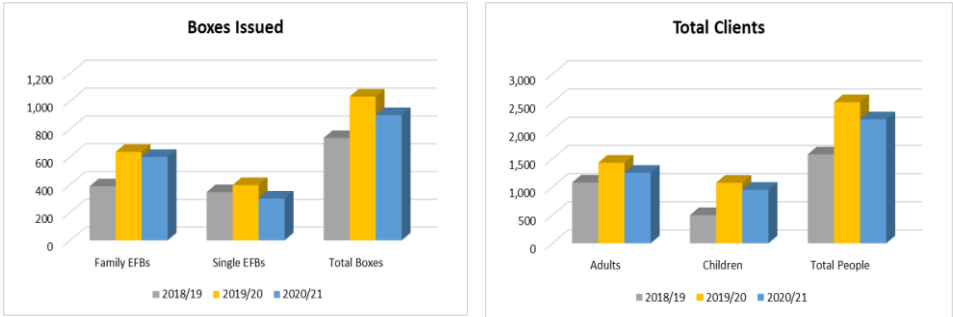




Clients Fed

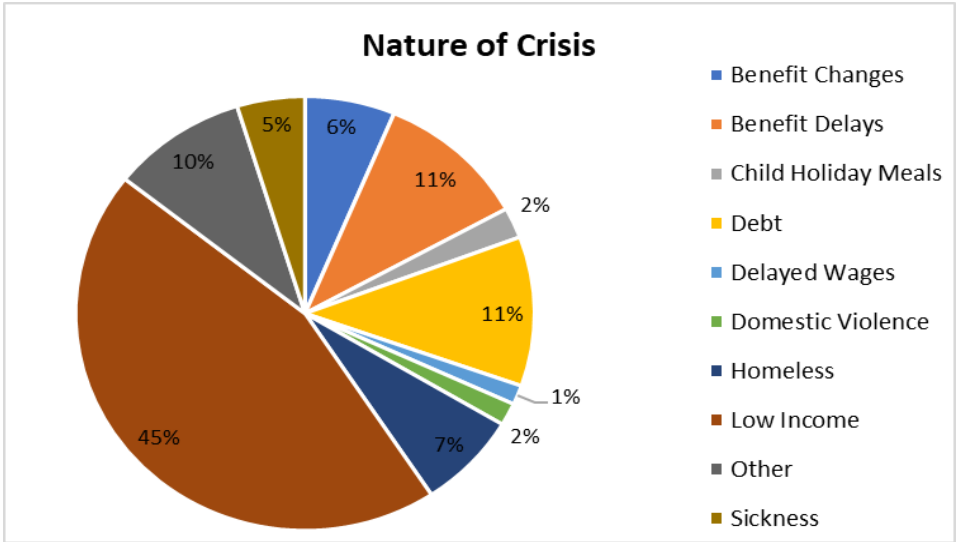
In the year to 31<sup>st</sup> March 2021 a total of 901 boxes were issued, a decrease of 12% on the previous year. 949 children and 1,251 adults (total 2,200) were fed, again a decrease of 12% on the previous year. These figures exclude the children who received school holiday meals.

During the Covid-19 lockdowns food boxes were available from government sources, and a number of new community groups were created that also distributed food within the area covered by DDFB, resulting in a drop in demand for food from DDFB.



Nature of Crisis

The chart below shows the main reasons given for clients needing the support of DDFB during the last year. Low income continued to dominate the reasons for requiring support from DDFB, whilst issues with benefits have decreased from 28% last year to 17% this year. However, these, together with debt, account for 73% of the referrals.

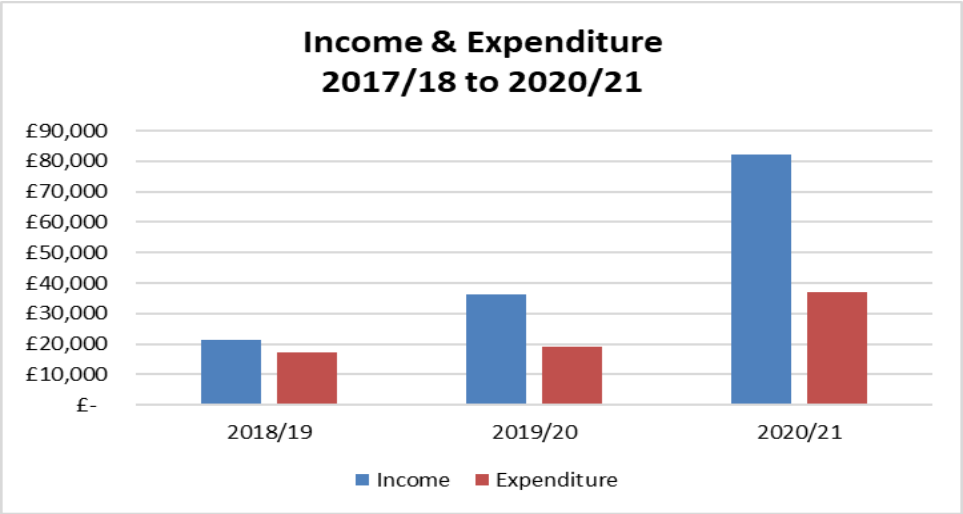


FINANCE REPORT

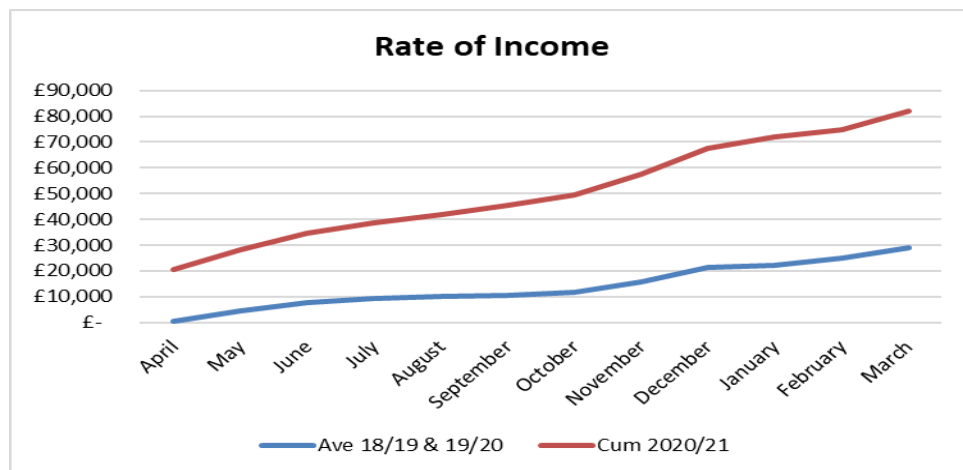
*A big thankyou to all our financial donors in 2020/21*

Financially 2020/21 was another exceptionally good year for DDFB with income up by 126% on the previous year at £82,169, including grants totalling £11,509 from Community First towards general running costs and Devizes and Marlborough Area Boards towards the cost of a new van.

Expenses were also up on the previous year by 96%, at £37,086, but, when we deduct the cost of the new van, the running expenses for DDFB increased by 26%. Most of the increase in expenditure was caused by supplementary payments to the managers, in recognition of the additional hours worked due to Covid-19. These additional payments were covered by an additional grant. The surplus for the year was £45,043, although there is the possibility of a charge for the premises for the last two years of about £7,000. This surplus has enabled the Trustees to increase the reserve for expected costs that will be incurred when Devizes Community Hospital closes and DDFB have to relocate the store. The Trustees have also been able to provide a contingency fund in line with the Trusts Reserve Policy.



The following graph shows the rate of donations received during the year. The finances received a boost in April with the receipt of grant funding. However, for most of the year donations were about £3,000 per month more than the average for the previous two years. There was a reduction in donations toward the end of the year, a reduction that has continued into the new financial year, although still at a higher level than before the first Covid-19 lockdown.

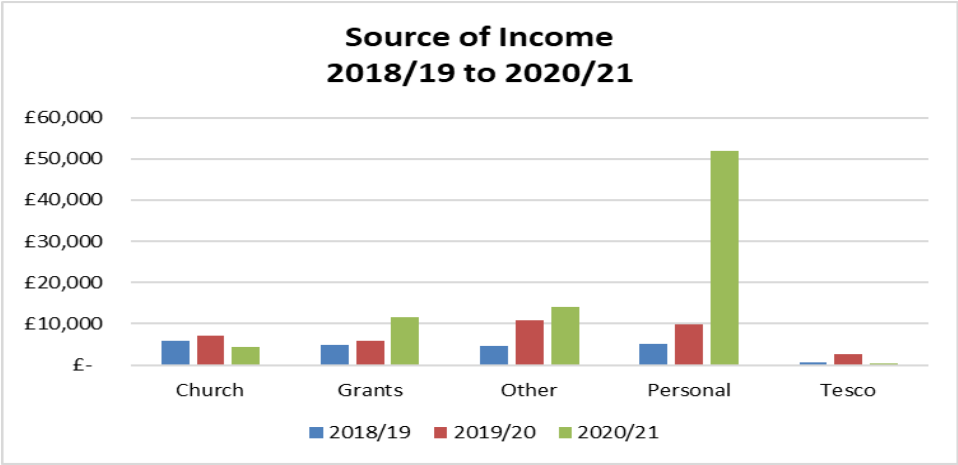


The graph overleaf shows the source of all income over the last 3 years.

The reduction in donations from churches was expected as they have been closed for most of the year, but it is hoped that donations will increase as the churches open up again.

The increase in other donations (generally businesses, charities, clubs, and societies) include many one-off donations. Although it is hoped that donations will continue from these organisations, it is considered unlikely that it will continue at the same level from all.

There has been a significant increase in ad hoc personal donations, much of which was prompted by the need to feed vulnerable people during the Covid-19 pandemic. There has also been an increase in people committing to regular giving via Bank Standing Order, which will help to secure future income for DDFB.



Looking ahead, DDFB will need to relocate when Devizes Community Hospital closes, with the expectation that there will be a significant increase in accommodation costs. Although the accounts suggest that DDFB is currently in a healthy financial position, there will be some substantial costs over the next few years, for which the Trustees are very grateful for the continued support.

**Reserves Policy**

The Reserve Policy for DDFB is to hold cash balances not less than the equivalent of four months running costs. This is to ensure that there are always sufficient funds to meet financial commitments, including payment in full of any notice period to DDFB employees.

Thanks to the generosity of DDFB supporters the Trustees have been able to comply with the Reserve Policy by increasing the Contingent Reserve to £8,000. In addition, a new Premises Reserve has been created to help meet the expected increase in accommodation costs when DDFB relocates from Devizes Community Hospital.

**POST YEAR END EVENTS**

There have been no significant post year end events.



## **Financial Statements for Devizes & District Foodbank for the year ended 31 March 2021**

Bank:-  
Lloyds Bank Plc  
38 Market Place  
Devizes  
SN10 1JD

Independent Examiner:- Louise Hale CGMA

### **Independent Examiner's Report**

#### **Devizes & District Foodbank**

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

A handwritten signature in black ink, appearing to read "Louise Hale".



# DEVIZES FOODBANK – STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 MARCH 2021

	2020/21			2019/20	
	Unrestricted Funds	Designated Funds	Restricted Funds	Total	Total
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>					
<b>Receipts</b>					
Donations	69,844		816	70,660	30,533
Grant	0		11,509	11,509	5,880
<b>Total Receipts</b>	<b>69,844</b>	<b>0</b>	<b>12,325</b>	<b>82,169</b>	<b>36,413</b>
<b>Payments</b>					
Trussell Trust	720			720	360
Managers	9,837		8,250	18,087	13,796
Stationery	561			561	854
Postage	99			99	36
Telephone	310			310	165
Equipment	817		200	1,017	400
Food	30			30	0
Conference etc.	0			0	0
Insurance	869			869	659
Travel	671			671	745
Vehicle	810			810	1,083
Premises	300			300	0
Van Purchase	4,125	5,000	4,075	13,200	0
Other	412			412	865
<b>Total Payments</b>	<b>19,561</b>	<b>5,000</b>	<b>12,525</b>	<b>37,086</b>	<b>18,963</b>
<b>Excess of Receipts over Payments</b>	<b>50,283</b>	<b>(5,000)</b>	<b>(200)</b>	<b>45,083</b>	<b>17,450</b>
Transfer between Funds	(39,500)	39,500		0	
Bank as at 1 April 2020	5,501	25,500	557	31,558	14,108
<b>Bank as at 31 March 2021</b>	<b>16,284</b>	<b>60,000</b>	<b>357</b>	<b>76,641</b>	<b>31,558</b>
<b>STATEMENT OF ASSETS &amp; LIABILITIES</b>					
Bank Account	16,284	60,000	357	76,641	31,558
Premises Rental Charges (Note 2)		(7,000)		(7,000)	(3,500)
<b>Net Assets &amp; Liabilities</b>	<b>16,284</b>	<b>53,000</b>	<b>357</b>	<b>69,641</b>	<b>28,058</b>

## NOTES TO STATEMENTS

1. The Financial Statements for Devizes & District Foodbank have been prepared using the Receipts and Payments basis.
2. NHS Property Services have advised that they will be making a charge for services relating to the use of space in Devizes Community Hospital from April 2019. The amount is likely to be about £3,500 per year. No payment has been requested for the last two years.
3. The Fund Balances are as follows:

	<b>2020/21</b>			<b>2019/20</b>	
	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total</b>	<b>Total</b>
General Fund	17,334		357	17,691	6,058
Vehicle Replacement Fund			(1,050)	(1,050)	5,000
Premises Rental Charges		7,000		7,000	3,500
Premises Fund		45,000		45,000	10,000
Contingency Fund		8,000		8,000	7,000
	<b>17,334</b>	<b>60,000</b>	<b>(693)</b>	<b>76,641</b>	<b>31,558</b>

Deficit in Vehicle Replacement Fund will be cleared upon receipt of additional grant funding due in May 2021.

4. In addition to cash receipts Devizes & District Foodbank has received gift in kind as follows:
  - a. Boxes for distribution of food
  - b. Food donations
5. Food Stock as at 31 March 2021
  - a. Weight – 5,887kg
  - b. Notional value – £10,302
6. Food donated to Foodbank during year
  - a. Weight – 38,721kg
  - b. Notional value – £67,762
7. Food distributed by Foodbank during year
  - a. Weight – 38,329kg
  - b. Notional value – £67,076

Devizes & District Foodbank is a Registered Charity  
Number: 1179387

Devizes & District Foodbank  
c/o Church Office  
St. James Centre,  
Estcourt Crescent,  
Devizes,  
Wiltshire.  
SN10 1LR

Tel. 078 0797 3605

email: [info@devizesdistrict.foodbank.org.uk](mailto:info@devizesdistrict.foodbank.org.uk)

web: [www.devizesdistrict.foodbank.org.uk](http://www.devizesdistrict.foodbank.org.uk)

[www.facebook.com/devizesdistrictfoodbank](https://www.facebook.com/devizesdistrictfoodbank)





**Financial Statements for Devizes & District Foodbank  
for the year ended 31 March 2021**

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38 Market Place  
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SN10 1JD

Independent Examiner:- Louise Hale CGMA

## **Independent Examiner's Report**

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#### **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**

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- 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.



Louise Hale CGMA  
5<sup>th</sup> July 2021



**DEVIZES FOODBANK – STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 MARCH 2021**

		2020/21			2019/20
		Unrestricted Funds	Designated Funds	Restricted Funds	Total
					Total
<b>RECEIPTS AND PAYMENTS ACCOUNT</b>					
<b>Receipts</b>					
	Donations	69,844		816	70,660
	Grant	0		11,509	11,509
	<b>Total Receipts</b>	<b>69,844</b>	<b>0</b>	<b>12,325</b>	<b>82,169</b>
<b>Payments</b>					
	Trussell Trust	720			720
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	Stationery	561			561
	Postage	99			99
	Telephone	310			310
	Equipment	817		200	1,017
	Food	30			30
	Conference etc.	0			0
	Insurance	869			869
	Travel	671			671
	Vehicle	810			810
	Premises	300			300
	Van Purchase	4,125	5,000	5,125	13,200
	Other	412			412
	<b>Total Payments</b>	<b>19,561</b>	<b>5,000</b>	<b>12,525</b>	<b>37,086</b>
<b>EXCESS OF RECEIPTS OVER PAYMENTS</b>		<b>51,333</b>	<b>(5,000)</b>	<b>(1,250)</b>	<b>45,083</b>
	Transfer between Funds	(39,500)	39,500		0
	Bank as at 1 April 2020	5,501	25,500	557	31,558
<b>BANK AS AT 31 MARCH 2021</b>		<b>17,334</b>	<b>60,000</b>	<b>(693)</b>	<b>76,641</b>
<b>STATEMENT OF ASSETS &amp; LIABILITIES</b>					
	Bank Account	17,334	60,000	(693)	76,641
	Premises Rental Charges ( <i>Note 2</i> )		(7,000)		(7,000)
<b>NET ASSETS &amp; LIABILITIES</b>		<b>17,334</b>	<b>53,000</b>	<b>(693)</b>	<b>69,641</b>
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Louise Hale CGMA  
5<sup>th</sup> July 2021



**DEVIZES FOODBANK – STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 MARCH 2021**

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<b>Payments</b>					
	Trussell Trust	720			720
	Managers	9,837		8,250	18,087
	Stationery	561			561
	Postage	99			99
	Telephone	310			310
	Equipment	817		200	1,017
	Food	30			30
	Conference etc.	0			0
	Insurance	869			869
	Travel	671			671
	Vehicle	810			810
	Premises	300			300
	Van Purchase	4,125	5,000	5,125	13,200
	Other	412			412
	<b>Total Payments</b>	<b>19,561</b>	<b>5,000</b>	<b>12,525</b>	<b>37,086</b>
<b>EXCESS OF RECEIPTS OVER PAYMENTS</b>		<b>51,333</b>	<b>(5,000)</b>	<b>(1,250)</b>	<b>45,083</b>
	Transfer between Funds	(39,500)	39,500		0
	Bank as at 1 April 2020	5,501	25,500	557	31,558
<b>BANK AS AT 31 MARCH 2021</b>		<b>17,334</b>	<b>60,000</b>	<b>(693)</b>	<b>76,641</b>
<b>STATEMENT OF ASSETS &amp; LIABILITIES</b>					
	Bank Account	17,334	60,000	(693)	76,641
	Premises Rental Charges ( <i>Note 2</i> )		(7,000)		(7,000)
<b>NET ASSETS &amp; LIABILITIES</b>		<b>17,334</b>	<b>53,000</b>	<b>(693)</b>	<b>69,641</b>

## NOTES TO STATEMENTS

1. The Financial Statements for Devizes & District Foodbank have been prepared using the Receipts and Payments basis.
2. NHS Property Services have advised that they will be making a charge for services relating to the use of space in Devizes Community Hospital from April 2019. The amount is likely to be about £3,500 per year. No payment has been requested for the last two years.
3. The Fund Balances are as follows:

	2020/21			2019/20	
	Unrestricted Funds	Designated Funds	Restricted Funds	Total	Total
General Fund	17,334		357	17,691	6,058
Vehicle Replacement Fund			(1,050)	(1,050)	5,000
Premises Rental Charges		7,000		7,000	3,500
Premises Fund		45,000		45,000	10,000
Contingency Fund		8,000		8,000	7,000
	<b>17,334</b>	<b>60,000</b>	<b>(693)</b>	<b>76,641</b>	<b>31,558</b>

Deficit in Vehicle Replacement Fund will be cleared upon receipt of additional grant funding due in May 2021.

4. In addition to cash receipts Devizes & District Foodbank has received gift in kind as follows:
  - a. Boxes for distribution of food
  - b. Food donations
5. Food Stock as at 31 March 2021
  - a. Weight – 5,887kg
  - b. Notional value – £10,302
6. Food donated to Foodbank during year
  - a. Weight – 38,721kg
  - b. Notional value – £67,762
7. Food distributed by Foodbank during year
  - a. Weight – 38,329kg
  - b. Notional value – £67,076