



PROVIDE DEVON

TRUSTEES' REPORT AND ACCOUNTS YEAR ENDED 31 DECEMBER 2020

CHARITY NUMBER: 1181135

Registered Address:

Unit 12, Walkham Business Park,
Burrington Industrial Estate,
Plymouth PL5 3LS

Trustees' Report

Aim and Purpose

The aim of Provide Devon is the prevention and relief of poverty for the public benefit in Devon, through the provision of food hampers to people who are in financial need. The initial area of focus, during the early years of operation since formation in December 2018, is the city of Plymouth.

Provide Devon uses surplus food that is donated by businesses and individuals and supplements this, through the purchase of fresh produce, to create nutritionally-balanced food parcels. Basic hygiene products can also be added.

The Trustees have taken into account the Charity Commission guidance on public benefit and this report outlines how Provide Devon has benefited the public.

Activities

The charity responds to those in financial need, without judgement or discrimination. Support is given to disadvantaged or marginalised individuals and families, meeting the basic requirements of clients through the provision of crisis food hampers.

Clients are referred to Provide Devon by a wide range of referral agents, as detailed in the Operational Review. Hampers are prepared by the charity's staff and then collected by, or delivered to, those agencies who pass them on to their clients.

Provide Devon endeavours to keep abreast of the provision of food for those in need in Plymouth by maintaining frequent contact with other like-minded providers and agencies and by working together with them, particularly on larger-scale projects.

Operational Review

Summary

Provide Devon has over the past two years increased the number of referral agents it supports and the number of requests each month has also continued to increase. Our charity is a lifeline for organisations that rely on food provision for their clients, families, patients or service users, when no other food can be accessed in a time of crisis.

Context

Plymouth remains within the 20 per cent most deprived local authority districts in England, with some wards having over 40% of children living with food insecurity as part of their everyday lives. A key cause of crisis food requests nationally included the continued roll out of Universal Credit before Covid-19 impacted the UK. The number of households limited by

the benefit cap soared by more than 137 per cent (gov.uk) and the 'no recourse to public funds' policy is also at the root of food crisis for many people across the UK.

Provide Devon works solely with referral agents who are already supporting individuals with multiple and complex issues, preventing them accessing food support independently. By not interrupting the ongoing relationship with client and agent, the continuation of long-term support and potential solutions to food insecurity can be explored.

Food Provision

Crisis food packs from our charity include long-life food items as well as fresh produce (such as bread, fruit and vegetables), chilled food (milk, butter and cheese), and hygiene items where possible.

Our food provision comes through partnerships with:

- Warburtons, who provide us with fresh bread each week
- FareShare SW, who distribute surplus food to charities that turn it into meals
- Tamar Fresh, who donate fresh fruit and vegetables each week
- Co-op, who offer us any surplus food from several of their shops, as well as hosting food collection boxes in many of their Plymouth stores
- Lidl, who offer and supply surplus food from distribution centre
- Booker, who offer surplus food when available
- Plymouth Library Services, who also host our food donation boxes across the city
- Organisations, who support the charity through donations
- Members of the local community, who support the charity with private donations.

Staff & Volunteers

During 2020, Provide Devon was managed by an Operations/Charity Manager and 30 volunteers. The Board of Trustees have delegated the day to day running and operational decisions the manager and the volunteer team, which includes, admin support, stock management, health and safety and food deliveries.

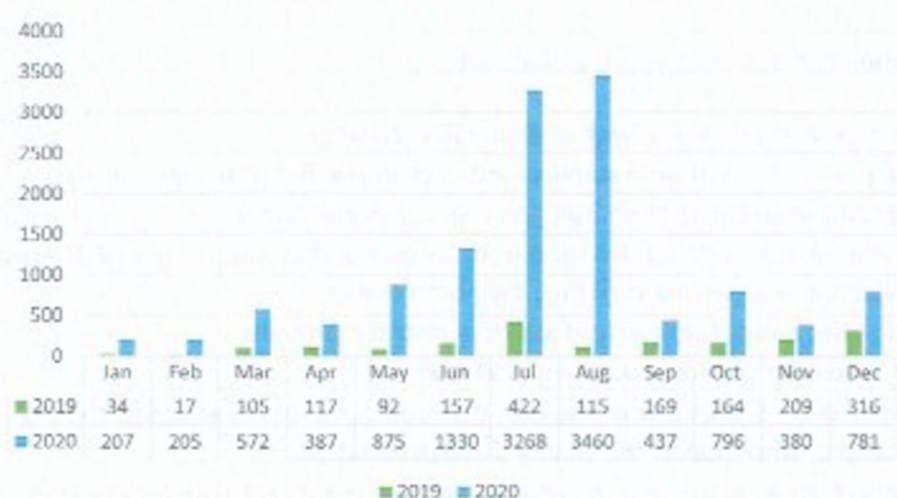
Specific Projects

- Easter – We worked with North Plymouth Food Bank, providing the fresh-food elements of their Easter School Holiday packs
- Summer – We provided food for 180 children at the start of the school holidays in a 'Summer Holiday Hamper' pack, including essential food, treats and some donated activity packs
- Christmas – Continued to support Hope Baptist Church's 'Hope for Christmas' campaign with food provision and volunteers
- Partnership with Transforming Plymouth Together (TPT), Plymouth University, Food is Fun CIC on Families Right 2 Healthy Food Project

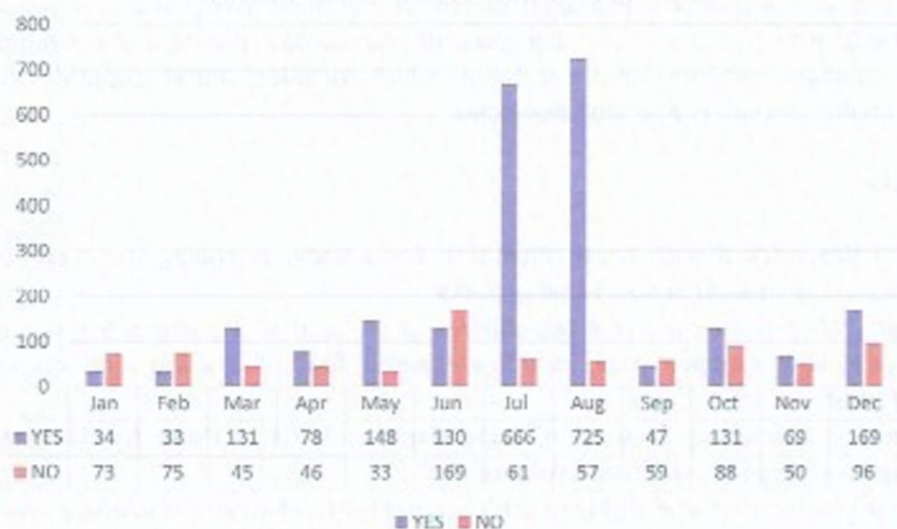
Crisis Food Parcels

Provide Devon saw an increase in the number of referrals from the previous year and provided 3,213 crisis food parcels resulting in 12,698 people being fed in 2020. The predominant reason for the significant increase from the previous year has been the combination of "low income" due to "in-work poverty", wages simply not being sufficient to cover basic living costs and the process of being furloughed or losing employment due to the pandemic. That being said there has been an increase across all primary causes of referrals for 2020.

PEOPLE FED 2020



REQUESTS INCLUDING CHILDREN 2020



Referral Agents

Our referral agents fall within the following sectors

- Education – Children centres, preschools, primary schools, secondary schools, colleges
- Health – NHS, private doctors, mental health & wellbeing practitioners, addiction and abuse support agencies, counsellors
- Reform – National probation services, ex offending support services
- Social & Faith – Local churches, youth clubs, community grass root groups
- Housing – Associations, homelessness assistance, temporary housing organisations
- Local Authorities – Children services, family services, vulnerable adult services

Financial Review

Provide Devon was registered as a Charitable Incorporated Organisation with the Charities Commission on 12 December 2018.

At 31 December 2020, Provide Devon had a General Fund balance of £42,737 and a Restricted Fund Balance of £6,495 for Crisis Food.

During the year, income comprised donations from individuals and organisations, together with grants as follows:

- Lottery Fund Grant - £9,275 for Charity Manager support and Crisis Food plus some small items of equipment
- DEFRA funding (in Partnership with St Matthias Church) - £28,350 for Crisis Food
- Mayflower 400- £1,000 to link with schools to design bags for food distribution promoting the Mayflower 400 link
- Plymouth City Council - £2,000 for Crisis Food
- Unicef Funding - £4,194 for Crisis Food and management support of
- Devon Community Fund - £3,600 for Toiletries and £1,152 for Manager support

Provide Devon is most grateful for all support received and in particular would like to thank Plymouth Community Homes, National Health Service, Skipton Building Society, Devonport Royal Dockyard and Plymouth Astor Trust for their support.

Provide Devon took a lease on Unit 12, Walkham Business Park from late 2018 and the landlord continued to waive rent in 2020 due to the COVID pandemic. Provide Devon is most grateful for this support.

During 2020, Provide Devon employed a Charity Manager for 15 hours per week until 1 July 2020 when the role became full time. Ayshea Cross left the employment of the Charity at the start of November 2020 and Stephen Bailey was employed as Charity Manager from 23 November 2020 working 30 hours a week. The Charity Manager is supported by a number of dedicated volunteers who provide invaluable assistance in running the charity.

Apart from the cost of payroll and premises, the bulk of expenditure is focused on the specific role of the charity - the provision of crisis food parcels.

At the end of 2020, there was approx. £900 of Gift Aid reclaim outstanding to claim from HMRC. This will be attributable to the General Fund when received.

Reserves Policy

The Trustees have agreed a reserves policy of maintaining a balance on unrestricted funds (where possible) equating to at least three months running costs for the charity - around £8,000 at current level of costs.

At the end of 2020, there was sufficient in the unrestricted funds to cover 6 months wages for the Charity Manager at the current part time employment rate and 6 months of rent & running costs for the distribution warehouse unit.

Structure, Governance and Management

Provide Devon is governed by the Trustees as set out in the Constitution. The day to day management of the Charity is delegated to the Charity Manager who works with a number of volunteers to take delivery of food supplies, prepare and deliver the food hampers.

Trustees met approximately every two months during the year, to consider strategy and operational activities and to respond to the challenges imposed by the Coronavirus pandemic.

Trustees

The Trustees who served during the year were:

Marc Nash (Chair)	
Madeline Maddison (Secretary)	Resigned 31 January 2021
Graham Stirling	
David Simpkins	Resigned 26 June 2020 Re-appointed 22 April 2021
Jean Potter	
Chris Hayter	
Caroline Hayter	Resigned 17 December 2020

Following their resignations as Trustees, Madeline Maddison commenced part-time employment with the Trust and Caroline Hayter continued her voluntary role as Finance Officer.

The Trustees are very thankful to Ayshea Cross for her immense contribution to the Charity from its formation in December 2018 until she resigned as Charity Manager with effect from 4 November 2020. Stephen Bailey was appointed as Charity Operations Manager on 23 November 2020.

FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2020

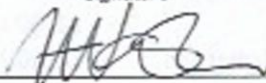
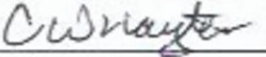
RECEIPTS & PAYMENTS ACCOUNT for the year to 31 December 2020

	Unrestricted funds	Restricted funds	Total funds	Prior period (13 Dec 18-31 Dec19)
	£	£	£	£
Donations & Grants	43,836	55,179	99,015	45,706
Pre Incorporation Income	-	-	-	4,380
Gift Aid Reclaim	1,463	-	1,463	589
Bank Interest	12	-	12	7
Total Receipts	45,311	55,179	100,490	50,692
Cost of Distribution	1,054	39,895	40,949	12,302
Releasing Funds	-	-	-	461
Office/Admin costs	17,528	11,145	28,672	11,045
Office Set Up/Refurbishment	547	-	547	9,116
Total Payments	19,127	51,041	70,168	32,924
Net of receipts/(payments)	26,184	4,138	30,322	17,768
Transfers between funds	-	-	-	-
Cash funds last year end	-	-	-	-
Cash funds this year end	26,184	4,138	30,322	17,768

STATEMENT OF ASSETS & LIABILITIES AS AT 31 DECEMBER 2020

	Unrestricted funds	Restricted funds	Prior Year 31 Dec 2019
	£	£	£
Cash funds			
Bank Accounts	42,737	6,495	17,768
Total cash funds	42,737	6,495	17,768
Liabilities			
HMRC EE NI			
Fund to which liability relates		Amount due	Amount due
Unrestricted Fund		1,141	14

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date
	M NASH	8/7/21
	C HAYTER	8/7/21

FINANCIAL STATEMENTS FOR THE YEAR PERIOD ENDED 31 DECEMBER 2020

NOTES:

1. The Financial Statements of Provide Devon have been prepared in accordance with the Charities SORP (FRS102) on the Receipts & Payments basis.
2. Provide Devon has no Fixed Assets or Investments.
3. The movements in Restricted Funds for the year to 31 December 2020 were:

Restricted Fund	Opening Balance	Receipts	Payments	Transfer	Bal c/fwd
Crisis Food	2,357	43,322	(39,895)		5,784
Charity Manager Support	-	6,477	(5,832)		645
Specific Items	-	5,380	(5,281)	(33)	66
	2,357	55,179	(51,008)	(33)	6,495

The **Crisis Food** fund comprises donations given specifically for food for the hampers which can only be spent for that purpose.

The **Charity Manager Support** fund comprised two grants in the year:

- A Devon Community Fund grant to cover additional hours during the first Covid lockdown
- a specific Lottery Grant for June to December 2020 split between Crisis Food and Salary for the Office Manager which was used for this purpose during the period. Due to a change in Charity Manager, a small amount of the salary element remains unspent at the end of the year and this is being followed up with the Lottery Grant to establish if a repayment is due.

The **Specific Items** fund is a fund for specific smaller purchases for which grants were obtained as follows:

Purchase of Fridge/Freezer	£430
Lottery Grant (Scales/Posters/Bags)	£350
Mayflower 400 bags	£1,000
Devon Community Fund for Toiletries	£3,600

These grants were expended in full apart from the Lottery Grant, as noted above.

Report of the Independent Examiner to the Trustees of the charity on the accounts for the year ended 31 December 2020

I report on the financial statements of Pride Devon for the year ended 31 December 2020.

Respective responsibilities of the Trustees and the Independent Examiner

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the charities Act 2011 ('the Act')

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the Governing Document for the conducting of an audit. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit under any legal provision, or otherwise, and is eligible for independent examination, it is my responsibility to: -

- a) examine the accounts under Section 145 of the Act;
- b) follow the procedures in the General Directions given by the Charity Commission under section 145(5)(b) of the Act and;
- c) state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement and scope of work undertaken

I conducted my examination in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act, setting out the duties of an Independent Examiner in relation to the conducting of an Independent Examination. An Independent Examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the Independent Examination are achieved and before finalising the report, I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination, I can confirm that: -

This is a report in respect of an examination carried out under 145 of the Act and in accordance with General Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no matter has come to my attention in connection with my examination which gives me reasonable cause to believe that in any material respect the requirements: -

to keep accounting records in accordance with Section 130 of The Charities Act 2011;

have been prepared in accordance with The Charities Act 2011, and with the methods and principles set out in the FRS102 Statement of Recommended Practice - Accounting and Reporting by Charities (effective January 2016)

have not been met or to which, in my opinion, attention should be drawn in my report in order to enable a proper understanding of the accounts to be reached.

Merlin Mbahin FAAT, MIP - Independent Examiner, of

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This report was signed on 07/07/2021