



North Cotswold Foodbank

TRUSTEES' ANNUAL REPORT

For period 1 January 2021 to 31 December 2021

## ADMINISTRATIVE DETAILS

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Charity Name:	The North Cotswold Foodbank
Registered charity number:	1181310 (CIO)
Registered address:	Unit 2, Glebe Farm Buildings, Guiting Power, Cheltenham, GL54 5TZ
Charity trustees:	Jo Cooper Paul Geoffrey Fisher (Chair) Allan Alexander Gillespie Alexia Franca Monroe (Secretary) Rhian Morgan Wayne Morgan
Bank:	Lloyds, The Square, Stow-on-the-Wold GL54 1BJ and Lloyds, Blackheath, London
Independent examiner:	Mr Ian Quartermaine William Hinton Ltd Accountants and Business Consultants Ross House The Square Stow-on-the-Wold Glos. GL54 1AF
Employee(s):	Mr Kevin Carden (Manager) Mrs Diane Hyatt (Assistant Manager)

## STRUCTURE, GOVERNANCE AND MANAGEMENT

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The North Cotswold Foodbank is a CIO (*with effect from* January 2019). It was originally registered with the Charity Commission for England and Wales in November 2012 as an Unincorporated Charity.

The charity is managed by a board of trustees. The board normally meets four times during the year. Decisions are taken by majority voting, the chairperson having a casting vote. Three trustees are required for a meeting to be quorate. All scheduled meetings during 2021 were quorate.

New trustees are appointed by existing trustees acting in accordance with Charity Commission guidelines on the appointment of new Trustees and are selected to provide a range of relevant skills and experience, and to maintain a balance sympathetic to the Christian ethos on which the charity was established.

There are two part-time paid members of staff, employed as the foodbank Manager and Assistant Manager.

The charity's accounts are reported for the calendar year. A budget is approved by trustees for the following year.

The charity is in membership of the foodbank network run by The Trussell Trust and is compliant with The Trussell Trust's social franchise model of foodbank operation.

The charity maintains a range of policies, including for complaints, conflicts of interest, finance, health & safety, investment, lone working, and safeguarding. All policies are reviewed regularly by the board of trustees.

Operational decisions are delegated to a Steering group, attended by leading personnel from each of the foodbank's 6 outlets and the central food storage operation. The steering group normally meets four times a year.

## OBJECTIVES, AIMS AND ACTIVITIES

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The registered objects of the charity are the relief and prevention of poverty in the Cotswold District, Tewkesbury Borough and elsewhere in the UK as deemed appropriate by the Trustees.

The principal activity of the charity is the provision of emergency food to anyone in need as referred by local agencies and care professionals. In addition to nutritionally balanced ambient food, some clients may receive additional material assistance and/or be signposted to support agencies who can help address the causes and consequences of poverty.

The Foodbank is always keen to expand the basic offering and during 2020 introduced vouchers for fresh meat and was also able to offer fresh bread and eggs. These additional offerings have been continued and expanded during 2021.

As well as catering for essential requirements, the Foodbank encourages Signposting, so that clients may get help to address and alleviate their difficult circumstances.

The North Cotswold Foodbank serves a largely rural area of over 200 square miles. It's public-facing outlets operate in Bishops Cleeve, Bourton on the Water, Chipping Campden, Moreton in Marsh, Stow-on-the-Wold and Winchcombe. These outlets are served from a central food store.

## ACHIEVEMENTS AND PERFORMANCE

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We continued to operate in all our locations as normal during the 2<sup>nd</sup> National Covid lockdown.

Our 6<sup>th</sup> outlet opened in Stow-on-the-Wold in April.

We were successful with applications for grants from The Trussell Trust which enabled us to fund the employment of a dedicated Citizens Advice advisor who is present on a weekly basis at our outlets in

Chipping Campden, Bourton-on-the-Water and Stow-on-the-Wold. We also increased the hours of one of our team to focus on volunteer training and development.

We now provide North Cotswold branded uniform for our volunteers.

Client numbers and food parcels continued to increase year on year.

## FINANCIAL REVIEW

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### Financial Review

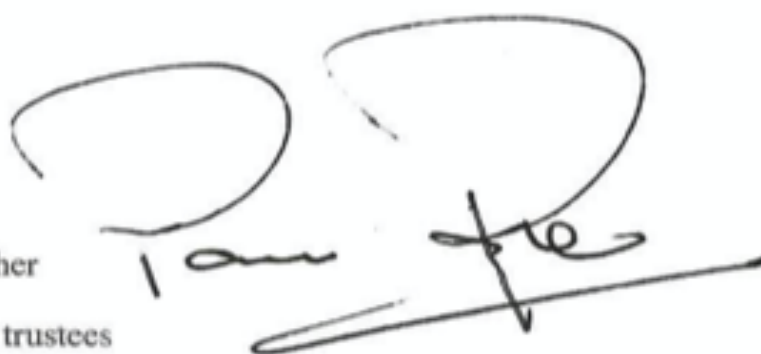
Overall, 2021 was another exceptional year from a financial perspective. The closing balance of ~£187,000 showed an increase of over £64,000 from the previous year, arising once again from an increase in the number and size of donations. The result is that the Foodbank finances remain in an extremely healthy state and we, the Trustees, can feel reassured in continuing with the increased level of support we offer to clients.

Given the healthy balance, we continue to explore ways of assisting clients – emergency grants and Fuel vouchers being just two of the avenues being considered.

Signed

Paul Fisher

Chair of trustees

A handwritten signature in black ink, appearing to read 'Paul Fisher', with a large, stylized loop at the end.

Date: 15 October 2022

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES/MEMBERS OF  
NORTH COTSWOLDS FOODBANK  
Accounts for the year ended 31<sup>st</sup> December 2021  
Registered Charity No 1181310**

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/12/2021

**Responsibilities and basis of the report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2022 ("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:  Date: 28/2/2022

Ian Quartermaine  
William Hinton Limited  
Ross House, The Square  
Stow-on-the-Wold, GL54 1AF

28<sup>th</sup> February 2022

Balance b/f					
£ 54,977.56		£ 122,647.30			
Income				Expenditure	
2020		2021		2020	2021
£44,950.48	Individual Donations	£ 45,698.11		£ -	HMRC
£ 1,622.08	Gift Aid return (previous yr)			£23,557.73	Salary
	Gift Aid (this year via Enthuse)	£ 11,281.67			
£ 46,572.56		£ 56,979.78		£ 23,557.73	Employment
£ 53,957.70	Group Donations	£ 47,930.49			
	Susannah Peake Trust	£ 2,500.00		£ 3,956.40	Travel Expenses
£ 4,500.00	Trussell Trust (Asda+Storage Grant)	£ 22,820.20			
£13,307.11	Total Grants	£ 25,320.20		£ 11,991.00	CAB Stroud Worker
£ 17,807.11				£ 204.09	Mobile Phone
	Legacies				
				-£ 364.72	Rates
£ 1,309.85	Tesco Topup	£ 1,834.60		£ 1,028.89	Fire Service
				£ 664.17	Electricity
	Sale of Goods				Premises
				£ 944.11	StorageTubs   Trugs
	Refund for Shredder *				Rodent Repeller
	Volunteer Fleeces *			£ 305.40	Shredder *
£ -	Total Misc. Items			£ 42.08	Laptop Depreciation
				£ 100.42	Printer
	Interest on Investments				Other (Hoover, Boards etc)
£ 126.50	Hampshire Trust Bank	£ 93.91		£ 1,392.01	Equipment (capital)
£ 199.85	United Trust Bank	£ 763.96			
£ 158.49	Redwood Bank	£ 120.19		£ 573.18	Stationery & Consummables
£ 484.84		£ 978.06			
				£ 597.48	Insurance
	Client Provision				
£ 200.00	Unspecified			£ 17.98	Unspecified
£ 550.00	Meat Vouchers (M-in-M)	£ 600.00		£ 3,610.00	Meat Vouchers Redeemed
£ 779.50	Bread (Bourton Bakery)			£ 1,447.08	Bread (Bourton Bakery)
£ 1,529.50	Fruit & Veg	£ 600.00		£ 6,295.06	Fruit & Veg
				£ 1,220.00	
				£ 35.00	Info Commissioner's Office
					Trussell Trust
				£ 115.20	Enthuse (ex. Charity Checkout)
				£ 19.99	Antivirus Software
				£ 115.10	Zoom Licence
				£ 75.00	External Independent Examiner
				£ 360.29	Licences & Fees
				£ 4,115.95	Christmas Hampers
					Volunteer Fleeces *
					Cake Ingredients for Event
				£ 284.46	Other items
				£ 4,400.41	Total Misc. Items
£121,661.56	Total in-year Income	£ 133,643.13		£ 53,991.82	Total in-year Expenditure
				£ 122,647.30	Balance c/f
					Consisting of:
				£ 10,247.05	Hampshire Trust Bank
				£ 30,364.85	United Trust Bank
				£ 10,000.00	Redwood Bank (int to Lloyds a/c)
				£ 25,000.00	United Trust Bank (+top-up)
				£ 44,529.20	Lloyds Current Account(s)
				£ 916.20	Laptop (net after depreciation)
				£ 1,590.00	Argos Vouchers (unused this year)
				£ 122,647.30	Total
					Change this year (net)
					£ 64,430.01