

North Cotswold Foodbank

TRUSTEES' ANNUAL REPORT

For period 1 January 2024 to 31 December 2024

Reference and Administrative Details

Charity name:	North Cotswold Foodbank
Registered charity number:	1181310 (CIO)
Principal address:	Unit 2, Glebe Farm Buildings, Guiting Power, Cheltenham, GL54 5TZ
Charity trustees:	Alexia Monroe (Chair) Resigned October 2024 Garry Dick (Chair) Appointed Chair October 2024 Louise Goll (Safeguarding Lead) Appointed May 2024 Jenny Jones (Health and Safety Lead) Appointed May 2024 Gill Donovan Appointed February 2024 Jonathan Brown Mike Sibthorpe Appointed February 2024 Lucy Deacon Wayne Morgan Resigned 2023
Independent examiner:	Daimien McConnell FCCA For and on behalf of William Hinton Limited Ross House The Square Stow-on-the-Wold Gloucestershire GL54 1AF
Employees:	Kevin Carden (Manager) Lorna Shawcross (Assistant Manager) Karen Dean (Referral Agency Liaison) Dean Snuggs (Warehouse Manager)

Structure, Governance and Management

Constitution

The North Cotswold Foodbank ('NCFB') became a CIO in 2018 and its governing document is its constitution. It was originally registered with the Charity Commission for England and Wales in November 2012 as an Unincorporated Charity.

Organisational Structure and Decision Making

Overall responsibility for North Cotswold Foodbank sits with the trustees, who meet quarterly to receive reports and review the strategy and objectives of North Cotswold Foodbank and ensure all relevant governance requirements and standards are upheld.

The board of trustees also holds, in addition to its quarterly meetings, regular virtual meetings to ensure it is responsive to the needs of the operations team. 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 2024 were quorate.

New trustees are appointed by existing trustees acting in accordance with Charity Commission guidelines and Sections 9 and 10 of the charity's constitution dated 02 November 2018. North Cotswold Foodbank follows a clear agreed recruitment process that is fair, inclusive and

non-discriminatory. Recruitment criteria are focused on the requirements of skill and experience to strengthen the board, and to maintain a balance sympathetic to the Christian ethos on which the charity was established. After an initial interview, new trustees are voted into role by the existing board initially for a 3-year tenure.

The charity maintains a range of policies to comply with governance, including safeguarding, health and safety, and finance. North Cotswold Foodbank has a rolling program of review and sign off, to ensure our policies are in line with both governmental and the Charity Commission's requirements.

North Cotswold Foodbank serves a largely rural area of over 200 square miles. Its seven 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 supplied by a central warehouse in Guiting Power

There are four part-time paid members of staff, employed as the Foodbank Manager, Assistant Manager, Referral Agencies and Warehouse Manager. Those staff are assisted by our team of approximately 100 trained and dedicated volunteers.

Day-to-day operational decisions are delegated to a Steering Group that meets four times a year. This group is led by the Foodbank Manager and attended by available employees and leading personnel from each of the foodbank's seven outlets.

Objectives & Activities

North Cotswold Foodbank's charitable objectives are the prevention and relief of poverty in the Cotswold District and Tewkesbury Borough through the provision of grants, items, and services to individuals and other organisations working to prevent or relief poverty; and the prevention and relief of poverty elsewhere in the UK by working with other Foodbank charities to distribute surplus food stock. The activities of the foodbank are reviewed regularly by the trustees to ensure they are compliant with and furthering these purposes.

The vision of North Cotswold Foodbank is – "Working in partnership with our local communities to relieve personal hardship by providing access to the basic essentials and support".

The foodbank receives support for its services from Trussell under the terms of a franchise agreement. Under the terms of this agreement the foodbank has agreed to orient its strategic goals towards ending the need for its service, to involve people with lived experience of foodbank use in all aspects of the foodbank's activities and to uphold Trussell's organisational values of compassion, justice, dignity and community.

Main Activities

The principal activity of the charity is the provision of emergency food to those in need, who are referred to the NCFB by local organisations (termed 'referral agencies') and care professionals. During 2024 the charity employed a part-time referral agency liaison member of staff who has made a significant positive impact on our relationship with local referral agencies and their understanding of the referral process.

NCFB also provides non-food support in the form of cleaning products, toiletries, sanitary products, pet food and SIM cards. Also, we have been able to offer our clients extra items such as vouchers for fresh meat and vegetables and bread and eggs when available.

Furthermore, North Cotswold Foodbank has partnered with the Fuel Bank Foundation (registered charity no. 1175049) to support those clients facing issues arising from increased fuel costs.

Signposting and Citizens Advice Support

Importantly, for the public benefit, in addition to our principal activities North Cotswold Foodbank works in partnership with Citizens Advice Stroud & Cotswold Districts (registered charity no. 1096398) and North West Gloucestershire Citizens Advice (registered charity no. 1091891), to address the causes of hardship by providing signposting, advice and active support to clients, facing housing, benefits, debt management and other challenges.

Our funding of that service has been supported throughout 2024 by medium-term grants which we have been successful in obtaining from the Trussell Trust (now known as Trussell) with an approximate per annum value of £97,000. Those grants have enabled dedicated CA advisors to be present on a weekly basis at all our outlets and specialist debt advisors to provide office-based support. The total cost of providing those services in 2024 was £77,927, as the service agreement with Stroud and Cotswold CA commenced in May 2024.

Public Benefit

Throughout the year, the trustees have paid due regard to the Charity Commission's guidance on the public benefit when exercising any powers or duties in circumstances where the guidance is relevant.

Achievements and Performance

During 2024 North Cotswold Foodbank provided 1,788 nutritionally balanced emergency food parcels to members of our communities facing hardship, broadly in line with 2023 (1,791 parcels). Those parcels helped 2,768 adults and 1,710 children, a total of 4,478 individuals.

To supplement those food parcels, vouchers for fresh meat, together with fresh fruit and vegetables were provided with a total value of approximately £33,000.

NCFB received (via donations and purchases) and distributed approximately 47,000kg of food with an approximate value of £111,000 (based on £2.37/kg). In addition to regular food donations, eight collection days were held across two local Tesco stores and Harvest Festival Collections took place at numerous local schools and churches. The vast majority of the food distributed came from public donations, supplemented with provisions purchased having a cost of approximately £13,000.

To help families with the particularly high costs at Christmas NCFB supplied 200 Christmas Hampers, containing all the necessary components to create a festive dinner, such as tinned soup, salmon and ham, mince pies, cake, Christmas pudding with custard and even the napkins and Christmas crackers. Families were also provided with Argos gift cards to ensure the children we support received a gift at Christmas.

338 clients were supported by our Citizens Advice Partners in 2024, helping some of those individuals to successfully move on from requiring foodbank support.

Strategic Plan

In May 2024 the Trustees held a Strategy 'away day' with an external facilitator, to help us develop a Strategic Plan for NCFB over the next two to three years. The key elements of that Strategic Plan were:

- Strengthening our Governance

- Securing our Resources
- Delivering Basic Essentials
- Building Partnerships
- Improving Communications
- Fundraising

As a result of discussions on that day, the Trustees introduced virtual monthly interim meetings, to ensure actions were progressed effectively between scheduled quarterly trustee meetings and to make decisions needed to support the foodbank's operations team.

The Strategic Plan, together with the appointment of new trustees with specific areas of expertise, also resulted in the updating and strengthening of several policies, including Safeguarding, Health & Safety and Finance, Reserves and Investment. We also clarified and documented the policy approval process and updated the Policy Register.

In addition, the Trustees held online Strategic Plan presentation sessions for our volunteers to communicate the Board's objectives and the reasons behind them.

Receipt of Grants

During 2024 NCFB applied for and was successful in obtaining grants to support the charity's activities including from the Trussell Trust/Trussell, Gloucestershire County Council, Cotswold District Council, Tewkesbury Borough Council and the Co-op.

Financial Review

A budget for 2024 was drawn up in late 2023 by a team consisting of the Treasurer, two Trustees and the Foodbank Manager, which was then approved by the full Board of Trustees.

The Charity's Financial Reserves Policy updated on 25 July 2024 required reserves equal to the annual operating costs to be held.

In October 2024 a new combined Finance, Investment and Reserves Policy was drafted and while a review of the required level of reserves was carried out (to report by March 2025), that combined policy required an absolute minimum level of reserves of £100,000 would be maintained. Furthermore, the newly drafted policy requires that whilst maintaining sufficient working capital within our Lloyds Bank current account, any additional reserves should be invested across a number of institutions, approved by the UK Prudential Regulation Authority, with a maximum of £85,000 being invested which each institution, to ensure funds are protected by the Financial Services Compensation Scheme.

2024 saw an increase in the Total Capital and Assets held by NCFB of £20,051 to £308,946, which was principally due to some exceptional donations. The result is that the foodbank's finances remain in a healthy state and we, the Trustees, remain confident in being able to fulfill the charity's commitments to those who rely on its support, both now and for the foreseeable future.

Signed



Garry Dick
Chair of Trustees

North Cotswold Food Bank

Registered Charity No 1181310

ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2024

**North Cotswold Food Bank
Unit 2
Glebe Farm Buildings
Guiting Power
GL54 5TZ**

North Cotswold Food Bank

Registered Charity No 1181310

Independent Examiner's Report to the Trustees

Accounts for the Year Ended 31st December 2024

Respective responsibilities of trustees and examiner.

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of section 43(2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of Independent examiner's report.

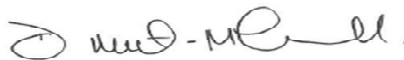
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking an explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement.

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements have not been met.

To keep accounting records in accordance with section 41 of the Act.
And to prepare accounts which accord with the accounting records and
to comply with the accounting requirements of the Act.

Signed:



Date:

Daimien McConnell FCCA

For and on behalf of William Hinton Limited

Ross House
The Square
Stow on the Wold
Cheltenham
Gloucestershire
GL54 1AF

North Cotswold Food Bank

Statement of Financial Activities for the year ended 31st December 2024

Income and Expenditure Account

	Notes	2024 £	2023 £
Turnover			
Donation		127,877	121,152
Gift Aid		11,693	14,530
Interest Income		138	1,974
Exceptional Donations		107,184	44,965
Total Income		<u>246,891</u>	<u>182,621</u>
Cost of Sales			
Direct Expenses		5,857	5,706
Provision - Veg		15,694	21,962
Provisions - Other		13,006	11,100
Provisions - Meat		17,598	19,245
Total Cost of Sales		<u>52,154</u>	<u>58,013</u>
Gross Profit		<u>194,737</u>	<u>124,608</u>
Administrative Costs			
Salaries		79,394	65,632
Employers National Insurance		745	0
North & West CAB		33,975	43,225
Stroud CAB		43,952	34,244
Depreciation Expenses		0	515
General Expenses		2,853	3,169
Insurance		1,540	1,390
IT Software and Consumables		648	1,990
Light, Power, Heating		804	1,456
Motor Vehicle Expenses		2,269	2,618
Pensions Costs		612	476
Printing & Stationery		2,275	787
Rates		0	324
Telephone & Internet		905	428
Travel - National		4,715	6,045
Total Administration Costs		<u>174,686</u>	<u>162,297</u>
Operating Profit		<u>20,051</u>	<u>(37,688)</u>
Profit on Ordinary Activities Before Taxation		<u>20,051</u>	<u>(37,688)</u>
Profit After Taxation		<u>20,051</u>	<u>(37,688)</u>

North Cotswold Food Bank

Balance Sheet as at 30th June 2024

	Notes	2024 £	2023 £
Fixed Assets			
Less Accumulated Depreciation on Office Equipment		(515)	(515)
Office Equipment		515	515
Total Tangible Assets		-	-
Current Assets			
Debtors (Prepayments)		530	750
Cash at Bank and in Hand	2	308,416	288,145
Total Current Assets		308,946	288,895
Net Current Assets (Liabilities)		308,946	288,895
Total Assets Less Current Liabilities		308,946	288,895
Net Assets		308,946	288,895
Capital and Reserves			
Current Year Earnings		20,051	(10,312)
Retained Earnings		288,895	299,207
Total Capital and Reserves		308,946	288,895

Signed - Treasurer



Date :

For and on behalf of the Trustees of the Charity

North Cotswold Food Bank

Notes to the Accounts for the Year ended 31st December 2024

1. Accounting Policies

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice (Accounting and Reporting by Charities) 2005 and the Charities Act 1993 Part VI.

There have been no changes to the accounting policies (valuation rules and methods of accounting) since last year.

No changes have been made to the accounts for previous years.

	2024	2023 £
2. Cash at Bank and in Hand		
Hampshire Trust	10,445	10,393
North Cotswold Foodbank	107,700	127,131
NORTH COTSWOLD FOODBANK#001	190,271	140,621
Redwood	-	10,000
	<u>308,416</u>	<u>288,145</u>

3. Trustees' Remuneration

No benefits or remuneration were paid or are payable out of the funds of the charity directly or indirectly to any Trustee.

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4. Related Party Transactions

No benefits or remuneration were paid or are payable out of the funds of the charity directly or indirectly to any related party of any Trustee.

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