



Trustees' Annual Report and Financial Statement

1st January – 31st December 2021

Charity Name	Liskeard & Looe Foodbank
Registered Charity Number	1183375
Registered Address	21 Dean Street LISKEARD Cornwall PL14 4AB
Contact	Telephone: 01579 343742 or 07512 011452
Email	Liskeard.foodbank@gmail.com
The Charity Trustees	John Ede MBE (Chair) Roger Jones (Secretary) Laurence Ryley (Treasurer) (<i>appointed 12/07/2021</i>) Oli Jones (<i>appointed 25/10/2021</i>) Steve Vinson (<i>appointed 12/04/2021</i>) Viv Morris Maureen Godfrey (<i>appointed 23/05/2022</i>) Emma Calladine-Richardson (<i>appointed 23/05/2022</i>) Juliet Eastley (<i>appointed 23/05/2022</i>) Rob Humphries (<i>resigned 25/10/2021</i>) Darren Arulvasagam (<i>resigned 25/10/2021</i>) Deyvid Batista (<i>resigned 26/08/2021</i>)

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

Liskeard and Looe Foodbank registered as a charity with the Charities Commission on 13th May 2019 under charity number 1183375.

Organisational Structure

Trustees

Liskeard and Looe Foodbank is managed by a board of trustees. The members are people from different walks of life who bring a diverse range of expertise from their working lives. They all give their time voluntarily and receive no remuneration or financial benefits for the work they undertake.

The Trustees board meetings are held at least quarterly. During the past year due to COVID-19 some meetings have been conducted by Zoom.

Formal business is conducted by discussion and consensus. The board takes responsibility for all policy decisions and the charity's finances. The minutes of board meetings constitute the formal record of proceedings and decisions taken and approved by the trustees.

Trustees are appointed or reappointed at the charity's Annual General Meeting.

Financial Oversight

The Foodbank has a newly appointed treasurer this year who is also a trustee. He reports regularly to the trustees as to the charity's ongoing financial status. The manager and administrator of the Foodbank carry out much of the day-to-day financial management under close supervision of the treasurer.

Employees:

The Foodbank employs a part time manager, stock manager and administrator who oversee the smooth running of the charity.

Volunteers:

Liskeard and Looe Foodbank currently has 54 volunteers.

The main depot is located in Liskeard where the Foodbank manager oversees most of the Foodbank's operation which includes all administration and accounting responsibilities, warehouse management, supermarket collections, stock management, food distribution and deliveries. The manager is supported by the administrator and stock manager.

When Emma Greenwood, the Trussell Trust's South West Area Manager visited in the Summer of 2021 she commented that the Foodbank has a happy group of volunteers who clearly enjoy their work.

There is also a smaller satellite depot at St James Church in Torpoint, run by a small team of volunteers. This depot opens twice a week and holds food boxes, toiletries and cleaning items which are distributed to clients in the Torpoint area.

In addition to the depot Torpoint library also holds some emergency food boxes which can be distributed to clients during the week when St James church is closed.

Related Organisations

Liskeard and Looe Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury, which is registered in England and Wales under charity number 1110522. The Trussell Trust continues to provide invaluable advice and support on how best to operate safely and in-line with Government guidelines.

The Foodbank gathers information which is forwarded to the Trussell Trust to enable them to present evidence to Government departments of the true picture facing many families throughout the United Kingdom of food poverty, deprivation, and hardship.

Developments at the Foodbank during 2021

Fundraising/donations

In the summer of 2021 one of the Foodbank's trustees organised a running event raising £1,178 by a crowdfunding page. The event was well attended by local people and provided staff and volunteers the opportunity to raise awareness of the work the Foodbank does in the community.

The Foodbank has also been able to do collections at Sainsbury's and Morrisons supermarket. Apart from food and monetary donations volunteers and staff once again took the opportunity to raise the profile of the Foodbank.

In November we started our Christmas Campaign raising donations for Christmas boxes. We worked in partnership with Liskeard Secondary School, Torpoint Infant and Junior schools as well as referral agencies to identify people/families most in need of support.

A crowdfunding page raised £850 and various businesses also donated generously to the campaign. We were able to provide 149 Christmas boxes and also provided a £10 Co-op voucher for meat, vegetables, and fruit to people most in need.

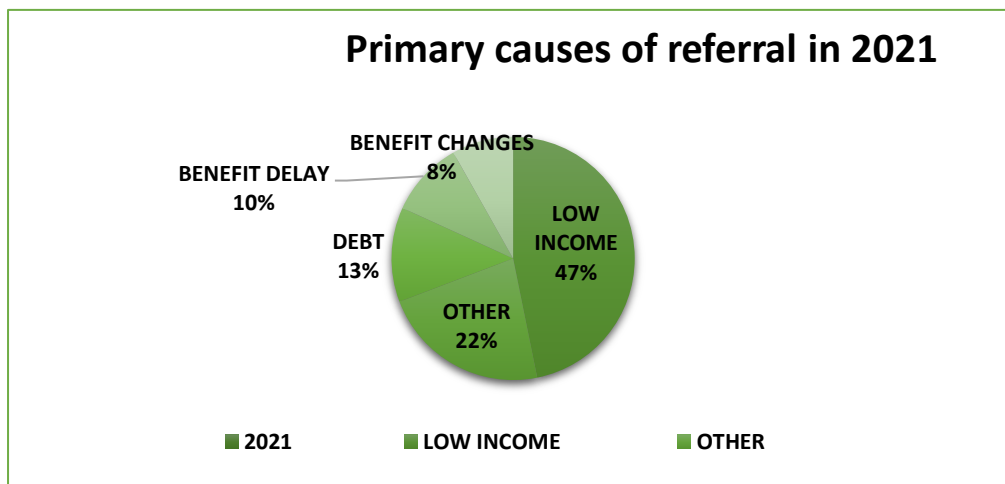
Objectives and activities

Charities Objectives

To relieve the needs of person(s) in Liskeard and Looe and the surrounding area who are in a condition of need, hardship, or distress (Beneficiaries) in such ways as the trustees from time-to-time think fit, in particular but not exclusively by;

- ✓ Providing free food parcels either directly or through partner agencies approved by the trustees.
- ✓ Such other means, including (but not limited to) raising awareness of the needs of the beneficiaries.
- ✓ Liskeard and Looe Foodbank is committed to the relief of poverty in South East Cornwall through the provision of emergency food boxes containing nutritional food.

How Liskeard & Looe Foodbank operates



Non-perishable food is donated by the public at a variety of places, such as schools, churches, and businesses, as well as supermarket collection points. The food is transported to the Foodbank, where it is weighed, sorted, and packed into food boxes.

Care professionals such as health visitors, staff at schools and social workers identify people in crisis and issue them with an e-referral voucher. This voucher can be exchanged for a foodbank box of three days' nutritionally balanced, non-perishable food.

Foodbank staff not only offer a listening ear but provide signposting support to help people resolve the crises they're facing. This could include signposting clients to other agencies for help with debt, homelessness, housing, or benefit advice.

To comply with government guidelines the Foodbank changed its operating procedure at the start of the pandemic and continued with a '**delivery only**' model to protect the volunteers working at the Foodbank. We have reduced opening to three morning a week and put volunteers into three teams to ensure the safe and effective running of the Foodbank. Everyone has to scan the NHS QR code, wear masks and sanitise work stations at the end of each shift.

Raising awareness of the Foodbank

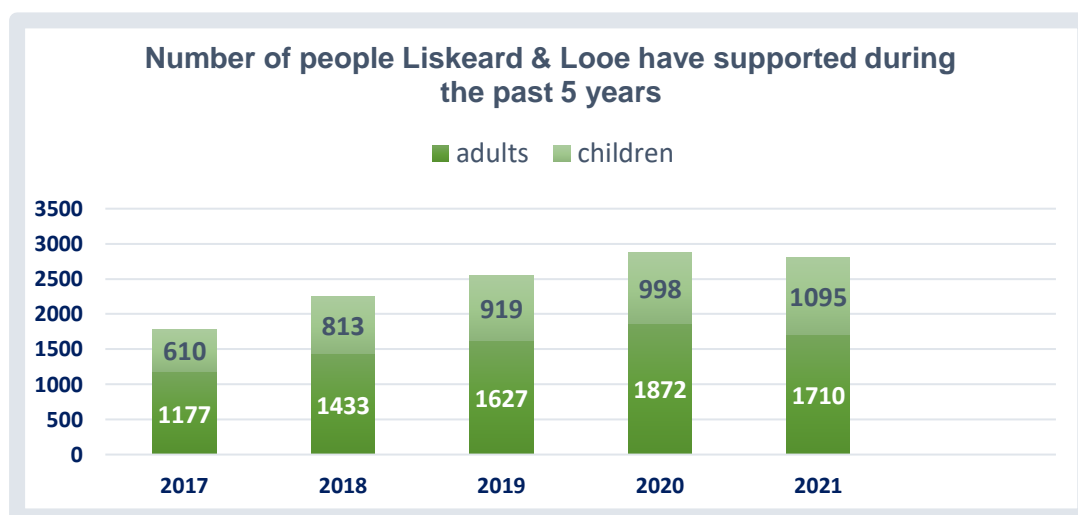
This year the Foodbank has been very proactive in raising awareness of the work we do. We have

- Featured in the local newspaper (Cornish Times)
- Village newsletters
- Local radio
- Invited to speak with staff at the Job Centre. This resulted in a better understanding of the work we do and created a closer working relationship.
- Speaking at local events
- Fundraising events

Primary Causes of Referral in 2021

Whilst low income has always been a factor why people use the Foodbank it is now the main reason people need support. The most significant changes in the past year were the removal of the Universal Credit uplift in October 2021 and the sharp increase in utility bills. The removal of £20 per week continues to have a negative impact on people's living standards. For many it is now a choice of 'eat' or 'heat'. The Foodbank regularly listens to parent's accounts of missing meals to ensure their children have enough to eat.

Number of Food Recipients by Accounting Period



Between 1st January 2021 and 31st December 2021 Liskeard and Looe Foodbank provided **1699** food boxes which fed **1095** children. The graph above shows how the demand for Foodbank support has increased by 57% since 2017.

Referral Agencies

Currently we have 169 Referral Agencies who work in partnership with the Foodbank. The agencies below have referred clients during the past three years.

REFERRAL AGENCIES WHO HAVE ISSUED VOUCHER(S) IN 21019, 2020 & 2021	Vouchers fulfilled 2019	Vouchers fulfilled 2020	Vouchers fulfilled 2021
Adult Social Care	43	34	35
Age UK Cornwall & Isles of Scilly	0	13	51
Armand Toms	10	5	15
Bodmin Outreach	10	0	0
Carefree Cornwall	1	2	0
Child in Need Team	0	11	1
Child Protection Team	0	0	2
Children and Family Services Liskeard	41	36	42
Children's Social Work & Psychology	0	2	3
Christians Against Poverty (CAP)	21	31	41

Citizen's Advice - Liskeard	80	187	338
Coastline Housing	0	0	1
Community Mental Health Team	29	18	9
Cornwall Carers Advice Line	0	0	1
Cornwall Council Assessments and Crisis and Care Team	46	46	74
Cornwall Housing	43	92	72
Cornwall Housing Rough Sleeping	1	27	32
CORNWALL PARTNERSHIP NHS FOUNDATION TRUST - RJ8	20	6	4
Devon & Cornwall Housing (LiveWest)	2	5	0
Devon and Cornwall Probation	0	3	1
East Home Treatment Team	0	0	3
ECCABI	10	3	1
Education, Health & Social Care	0	0	1
Edwina Hannaford	0	20	11
Exeter Housing	0	0	1
First Light Southwest Limited	0	2	1
Harbour Housing	0	0	1
Hendra Lodge	10	4	1
Homegroup	0	6	3
Independent Domestic Violence Advocate	11	2	3
Jobcentre Plus	300	410	303
Kekewich Villa	52	18	17
Landlord Services	20	1	0
Liskeard & Looe Foodbank	7	27	12
Liskeard Family Hub	31	7	0
Liskeard Health Visitors	40	36	28
Liskeard Hillfort Primary School	0	0	5
Looe Health Visitor Team	0	12	1
Menheniot Primary School	0	0	3
Midwifery Team	0	1	1
MIND	0	0	2
MP South East Cornwall	40	16	7
NHS Kernow	0	0	1
Nos Da Kernow	1	0	0
Oak Tree Surgery	10	4	3
Old Bridge Surgery	0	0	1
Our Lady & St Neot Roman Catholic Church	10	0	0
Pentreath Ltd	10	0	5
PLUSS (Plymouth)	0	1	2
PLUSS (Truro)	9	7	3
Plymouth City Council	0	0	1
Polruan C P School	0	0	1
Quethiock C of E Primary School	10	0	0
Rame Peninsula Team Ministry	10	0	0
Rosedean Surgery	41	31	21

School Nurse/Health Visitor	0	10	14
SSAFA	0	0	1
St James Church, Torpoint	10	0	0
St Martins Church	0	1	2
St Martins Church of England Primary School	0	0	30
St Petrocs (LISKEARD)	19	6	0
Stonham Housing Association	10	0	0
The Peninsula Trust - The Rame Centre	0	18	19
Together for Families	61	28	15
Torpoint Family Hub	130	15	0
Torpoint St James Associate Priest	0	0	1
Trevillis House	0	17	8
Upton Cross Primary School	0	2	4
WAVES	0	0	1
We Are With You (formerly Addaction)	80	143	201
Wild Young Parents Project	0	3	5
Young People Cornwall	3	4	0

Financial statements

year ended 31 December 2021

Section A - Receipts and payments

(All values to the nearest £)	Note	Unrestricted funds	Designated funds	Restricted funds	Total Funds 2021	Total Funds 2020
A1 Receipts						
Donations		53,908	0	0	53,908	76,694
Online donations		18,151	0	0	18,151	17,511
Other sources		0	0	0	0	250
Gift Aid receipts	3	3,051	0	0	3,051	1,668
Grants	2	0	0	19,974	19,974	51,714
Fundraising	4	1,178	0	0	1,178	3,914
Sub total	1	76,288	0	19,974	96,262	151,751

A2 Asset and investment sales						
					0	
Sub total		0	0	0	0	0
Total receipts		76,288	0	19,974	96,262	151,751

A3 Payments						
Administration		1,905		0	1,905	2,374
Accounting		450		0	450	0
Logistics		4,920		0	4,920	10,671
Payroll		14,825		27,674	42,499	31,602
Governance		1,039		0	1,039	514
Client Purchases		1,958		1,249	3,207	2,311
Gifts		0		0	0	250
Premises		4,242		6,300	10,542	8,175
Sub total	7	29,339	0	35,223	64,562	55,897

A4 Asset and investment purchases etc.						
Sub total		0	0	0	0	0

Total payments		29,339	0	35,223	64,562	55,897
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Net of Receipts less Payments		46,949	0	-15,249	31,700	95,854
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A5 Transfers between funds						
	8	-30,000	30,000	0	0	0

A6 Cash funds						
<i>Last year end</i>		8,388	70,000	31,999	110,387	14,533
<i>Cash funds this year end</i>		25,337	100,000	16,750	142,087	110,387

Section B – Assets and liabilities

(all values to the nearest £)	Notes	Unrestricted funds	Designated funds	Restricted funds	Total
B1 Cash Funds					
Lloyds Current Account		23,105	100,000	16,750	139,855
HSBC Current Account		2,032			2,032
Petty Cash		200			200
<i>Total cash funds</i>		25,337	100,000	16,750	142,087

B2 Other monetary assets					
December 2021 Gift Aid due September 2022		3,000			3,000

B3 Investment assets	Notes	Fund to which asset belongs	Cost	Current value
Desktop Computers and Printer		Unrestricted	850	200
Laptop Computers and Printer		Unrestricted	600	300
Henry Vacuum		Unrestricted	134	100
Publicity Items		Unrestricted	427	250
Van		Unrestricted	8,500	7,000
<i>Total</i>			10,511	7,850

B4 Liabilities	Notes	Fund to which liability relates		Amount due	When due
December 2021 Warehouse Utilities		Unrestricted		295	Jan 2022
December 2021 Pension Contributions		Unrestricted		125	Jan 2022
Last qtr. 2021 Mileage expenses		Unrestricted		27	Jan 2022
Staff Overtime (Paid Jan 22 for Xmas)		Unrestricted		1522	Jan 2022
Independent Examiner's Fee		Unrestricted		450	Oct 2022
Total				2419	

Section C – Notes on the accounts

1. Source of money

The table that follows shows a breakdown of the source of money received.

Category	Type	2021 amount
Cash	Regular Giving	18,151
	Donations	48,261
	Website donations	5,647
	Grants	19,974
	Fundraising	1,178
	Gift Aid Refund	3,051
Other Income		0
	2021 Receipts Total	96,262

2. Grants

Fund	Restricted grants	Amount
Crisis Fund	All previous grants have been spent and this amount was received in December 2021.	1,000
Strategic Facilities	Two-year grant of £30,000 payable over two years. No expenditure was incurred in 2021	15,000
Surviving Winter	£1,000 was received at the beginning of 2020 but due to the Coronavirus pandemic has not been fully spent.	750
	Total Restricted:	16,750
Fund	Unrestricted grants	Amount
	Total Unrestricted:	0

3. Gift Aid Reclaim

Gift Aid for 2021 has, at the time of this Financial Statements' publication, not yet been claimed. It will be claimed during 2022. Gift Aid Refunded shown relates to 2020 gift aid.

4. Fundraising

This related to a sponsored 100-mile run held at Siblyback in August 2021. Further events will be held in the future.

Payments' breakdown

The table that follows shows a breakdown of payments made.

Category	Type	2021 Amount	2020 Amount
Administration	Telephone / Broadband	501	621
	Stationery	614	843
	Publicity Printing	636	114
	Postage	109	37
	Computer/Printer	45	60
	Office Equipment	0	699
		1,905	2,374
Premises	Warehouse Rent	6,300	6,300
	Warehouse Services	2,099	1,511
	Warehouse Rates	143	143
	Warehouse Maintenance	2,000	221
		10,542	8,175
Logistics	Warehouse consumables	242	80
	Van	2,122	9,253
	Transport / Mileage	641	504
	Cardboard Boxes	1,013	682
	Donor Boxes	0	0
	Equipment	902	152
		4,920	10,671
Payroll	Salary	34,812	26,246
	Tax / NI	5,621	4,306
	Pension	1,670	744
	Pension Services	180	90

	Payroll Services	216		216	
			42,499		31,602
Food Expense	Food Purchased	1,958		875	
	Electricity Purchased	1,249		1,378	
	Other	0		58	
			3,207		2,311
Gifts	Purchased gifts	0		0	
	Cash gifts	0		250	
			0		250
Accounting	Account Examination Fee	450			0
			450		0
Governance	Insurance	594		399	
	Franchise fee	360		0	
	Data Protection	35		35	
	Computer Licences	0		80	
	Training/Meetings	50		0	
			1,039		514
	Payments Total		64,562		55,897

5. Designated funds

The following designated funds have been established in this year:

Fund	2021	2020
Food Security	10,000	10,000
Vehicle Replacement	10,000	10,000
Warehouse, Storage and Fitments	30,000	30,000
Future Building Reserve	30,000	0
Together for Change Project, with the Trussell Trust	20,000	20,000
Total:	100,000	70,000

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees/Members of	Liskeard & Looe Foodbank
On Accounts for the year ended	<div style="display: flex; justify-content: space-between; width: 100%;"> 3 1 1 2 2 1 </div>
Set out on pages	9 - 15

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the Accounts in accordance with the Charities Act 2011 ('the Act'). The charity's trustees consider that an audit is not required for this year under section 144 of the Act, and that an independent examination is needed.

It is my responsibility to:

- a) Examine the accounts under section 145 of the Charities Act
- b) To follow the applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act, and
- c) To state 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 explanations 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 no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in any material respect:

- 1) The accounting records were not kept in accordance with section 130 of the Act; or
- 2) The accounts did not accord with the accounting records; or
- 3) 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 the 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
Name
Professional Qualification
Address

	11 th October, 2022
Andrew Farr	
FCCA	
52 Fore Street, Callington, Cornwall, PL17 7AJ	