



## **BLAZE 4:16 – POTTERS BAR FOODBANK**

### **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENT**

**YEAR ENDED 31/03/2025**

**CHARITY NUMBER: 1185255**

**CIO-FOUNDATION – REGISTERED 11 SEPTEMBER 2019**

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## Blaze 4:16 – Potters Bar Foodbank

Another financial year has drawn to a close, and Blaze 4:16–Potters Bar Foodbank has once again stood as a lifeline for those facing hardship. As a proud member of the Trussell Trust Network, our mission remains clear: to deliver emergency food support to individuals and families in Potters Bar and the surrounding communities who find themselves in crisis.

We work hand-in-hand with a wide range of partners—including Citizens Advice, Hertsmere Borough Council, schools, probation services, health professionals, local churches, GPs, and NHS authorities—who refer people to us when urgent help is needed. We have specifically partnered with Causeway Community Church who work us every Saturday and provide pastoral support and provide a very crucial service of assessing clients immediately and referring them to us. When clients arrive, they are welcomed not only with food parcels but also with kindness. Our team of befrienders offers tea, conversation, and a listening ear, creating a safe and supportive environment.

Our philosophy goes beyond simply handing out food. We take a “more-than-food” approach, signposting clients to other services that can help address deeper challenges, while also offering pastoral care when needed. Regular shared meals at the centre bring people together, fostering friendships and easing loneliness. The atmosphere is warm, inclusive, and designed to make everyone feel valued.

### Achievements

The foodbank opens its doors every Saturday for two hours at the Wayside Community Centre (EN6 5NE). During this time, we strive to meet the immediate needs of our community. Yet the work doesn't stop there—our volunteers and trustees dedicate countless hours throughout the week to keep everything running smoothly. From collecting donations at supermarkets and managing stock to liaising with referral agencies, donors, and partners, their commitment is the backbone of our service.

Thanks to their efforts, we are able to provide not only balanced and nutritious food but also practical essentials that ease everyday struggles. These include energy support and items such as microwaves, blankets, hot-water bottles, toiletries, clothing, heaters, and more. Each contribution helps restore dignity and stability to those who need it most.

### Annual Report Highlights

Over the course of this financial year, Blaze 4:16–Potters Bar Foodbank distributed 2280 parcels through **949 redeemed vouchers**. Of those served, **916 were children**, reflecting the growing number of families in need. A striking **60% of all clients** sought help because of the rising cost of essentials. Thanks to the generosity of donors and the vital food purchase grants provided by **Hertsmere Borough Council via DWP**, we were able to meet this surge in demand without interruption.

## Referral Partners

While we collaborate with many agencies, the majority of referrals this year came from:

- **Citizens Advice Bureau**
- **Hertsmere Borough Council**
- **Causeway Church**
- **Health Visitors**
- **Hertfordshire County Council**

Their continued partnership ensures that those most in need are directed to our services.

## Donor Recognition

Our work is only possible because of the extraordinary generosity of donors and supporters. This year, we extend heartfelt thanks to:

- **TESCO and Sainsbury's shoppers**, whose weekly contributions at collection points sustain our food supplies. Special appreciation goes to **Kyri (Sainsbury's)** and **Virginia (Tesco)** for their dedicated support.
- **Hertsmere Borough Council**, for awarding grants to cover food, energy payments, and essential items.
- **Councillor Lynnette & Abhishek**, the **Potters Bar Indians**, and the **Potters Bar Community**, whose Christmas donations brought joy to many families.
- **Brookmans Rotary Club** and **Tangent Club**
- Local businesses such as **Albion Potters Bar**
- Local schools, including **Stormont School**
- Local churches, notably **Potters Bar Baptist Church** and **King Charles the Martyr**

## Expanding Support

Through our partnership with Hertsmere Council and funding from the **DWP grants**, we distributed **£ 26,507 worth of fuel vouchers and essential items**. Clients received assistance with electricity, gas, and even water payments, with vouchers provided via top-up meter cards, direct debits, or direct supplier payments. Food parcels and lunch were provided, and we spent an amount £ 18,739 for this purpose. We also issued **gift vouchers** to enable families to purchase fresh food, ensuring dignity and choice in their meals.



## Community Celebrations

- **Christmas 2024:** About forty families received gifts and vouchers, while around 100 clients and their families enjoyed a festive buffet. The **Causeway Church** sang carols accompanied by an amazing band and children delighted in balloons and presents. Many families expressed deep gratitude, sharing how these gestures transformed their celebrations.
- **Mother's Day:** A buffet lunch was organised for mothers and their families to celebrate this day. Clients especially single mothers reported that these thoughtful gifts made their day truly special.
- **Father's Day:** Father's Day was also celebrated with lunch provided to all clients.

## Reserves Policy

At Blaze 4:16–Potters Bar Foodbank, we take financial resilience seriously. Our reserves policy is designed to safeguard the charity's future by maintaining approximately **twelve months of running costs**. This ensures that essential expenses—such as rental fees and other regular operational commitments—are always covered. To strengthen this safety net, we aim to set aside an additional **£5,000** to protect against unforeseen challenges or major disruptions. This forward-thinking approach allows us to continue serving our community with confidence, no matter what obstacles arise.

## Staff and Volunteers

Behind every food parcel and every warm welcome stands a team of extraordinary people. Over the past year, we have drawn on the dedication of **30 volunteers**, with **25 serving regularly and tirelessly**. Their commitment ensures that every client is treated with dignity, respect, and compassion. The trustees wish to place on record their heartfelt gratitude for the sterling efforts of these volunteers, who freely give their time and energy to uplift their community. Their work is nothing short of inspiring, and the impact they make cannot be overstated.

## Income and Reporting

Our financial reporting follows a **Receipts and Payments basis**, prepared as an ongoing concern. Income is recognised at the point of receipt, with donations forming the backbone of our funding. For the year ended, our total income stood at **£91,889**. Alongside this, we also received substantial unrestricted funds, giving us the flexibility to respond to emerging needs.

## Inventory (Stock)

As with other foodbanks in the **Trussell Trust network**, our distributed food and essential items are not formally valued due to the difficulty of consistent measurement. These stocks are restricted solely for foodbank use and hold no realisable market value. However, as of **31st March 2025**, our stock

levels amounted to 2193 **units**, which, using Trussell Trust guidance, equates to an approximate value of **£2.77 per unit which equates to £6,074**. This represents the tangible generosity of our donors and the lifeline it provides to those in crisis.

### Designated Funds

For another year, two major grants significantly strengthened our work:

- **Hertsmere Borough Council** provided quarterly funding totalling **£38,430 via DWP**, enabling us to purchase food, cover fuel payments, and supply wider essentials. Every penny was used for its intended purpose, directly supporting those in need.
- **The Trussell Trust** awarded a grant of **£16,292** for our **Financial Inclusion Project**, alongside an additional **£2,443.80** towards our general fund to assist with admin or training costs.

The Financial Inclusion Project is a cornerstone of our mission to reduce poverty and dependency on food parcels. Through this initiative, clients gained access to **specialist advice from Citizens Advice and Red Cross advisers**, covering complex debt management and welfare benefits. By tackling the root causes of financial hardship, we helped clients build resilience and reduce reliance on emergency food support.

In addition, we offered **referral and triage services** as well as **advocacy support** for the most vulnerable. Payments of **£16,292** were made directly to Citizens Advice and Red Cross for their services. This service will continue till the next financial year.

### Trustees and Benefits

We are proud to confirm that **no benefits were paid to trustees in 2023/24**, other than reimbursement of expenses incurred while conducting foodbank business. All such expenses were agreed upon, approved, and wholly directed towards the benefit of the Charitable Incorporated Organisation (CIO). We are proud to announce the appointment of two new trustees who have very specific skills and contributions to bring to work of the organisation. They will be overseeing policies and procedures and pastoral and safeguarding.

### Closing Note

This year has been one of both challenge and triumph. The sharp rise in demand underscores the importance of our mission, while the unwavering generosity of donors, agencies, and the wider community has ensured that no one was left without support. Together, we continue to bring hope, dignity, and care to those facing hardship.



Esther N Chelliah  
Chair of Trustees

Date: 05/11/2025





**BLAZE 4:16- POTTERS BAR FOODBANK**  
**RECEIPTS AND PAYMENTS FOR THE PERIOD ENDED 31st MARCH 2025**

			2025	2024
	£	£	£	£
<b>RECEIPTS</b>	<b>General Funds</b>	<b>Designated Funds</b>	<b>Total</b>	<b>Total</b>
<b>Donations- General Fund</b>	20875.48		20875.48	21681.99
<b>Designated Funds</b>				
Hertsmere Council Grant- Food, Energy & Wider Essentials		38,430.00		51,399.32
Financial Inclusion Grant -Trussell 24/25		16292.00	54,722.00	16,292.00
Trussell Trust Grant For Volunteerss b/f				894.24
Add: Grant brought forward		16292.00	16,292.00	16,292.00
	20875.48	71,014.00	91889.48	106559.55
<b>LESS: Payments</b>				
Store Rental	2,460.00		2,460.00	2,142.64
Hertsmere Grant- Energy, Water & Wider Essentials		26507.65	27397.65	37676.32
Hertsmere Grant- Food and Other Essentials		18739.32	18739.32	11503.91
Volunteer Gift	0		0	894.24
Printing & Stationery & Courier	163.42		163.42	501.85
Office Stationery & Equipment	3486.07		3486.07	758.14
Financial Inclusion to Red Cross & CA		16,292.00	16,292.00	16292.00
Annual Christmas Event/Lunch & Refreshments	3357.20		3357.20	3934.74
Miscellaneous Expenses	256.23		256.23	382.47
Office Phone	592.77		592.77	327.00
Data Protection Registration ICO	35.00		35.00	35.00
Transport & /Fuel Costs	2606.76		2606.76	1834.88
Mother's Day celebration & gifts		890.00		425.00
Repairs & Maintenance	1044.56		1044.56	1149.30
Warehouse & Kitchen Essentials	962.71		962.71	886.10
Insurance- Public Liability & DVLA Costs	1180.77		1180.77	1233.99
Trustee and Volunteer Training	145.20		145.20	1002.00
Team Building (staff) /consultanty	1379.90		1379.90	690.00
Thirtyone Eight membership and other subscriptic	206.72		206.72	145.00
Independent Examiner's Fee	0.00		0.00	360.00
Bread and Eggs for Clients	1700.09		1700.09	2391.02
Waste Maintenance Fee	268.64		268.64	270.52
	19846.04	62,428.97	82,275.01	84,836.12
<b>Net Surplus for the period</b>	1029.44	8,585.03	9614.47	21723.43
Add: Balance brought forward	59025.54			£53,594.11
<b>Balance carried forward</b>	<b>60054.98</b>	<b>8,585.03</b>	<b>68640.01</b>	<b>75317.54</b>
<b>Represented by Cash in Bank as at 31/03/2025</b>	<b>60054.98</b>	<b>8,585.03</b>	<b>68,640.01</b>	<b>75,317.54</b>

The accounts were adopted and approved by Trustees

Signed  
Trustee

Kathleen Hillier

Trustee

Tam Kok Wah

Dated

05/11/2025



Section A

Independent Examiner's Report

Report to the trustees

Blaze 4:16- Potters Bar Foodbank

On accounts for the year  
ended

31/03/2025

Charity no  
(if any)

1185255

Set out on pages

1-6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

08/12/2025

Name:

ESSam EL-tahlawy

Relevant professional  
qualification(s) or body  
(if any):

Selected Accountants Ltd

Address:	98 Bourne Terrace
	London
	W2 5TH

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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