

# SWANAGE FOOD BANK

England & Wales · Charity number 1185288

## Details

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Other names	SWANAGE FOODBANK
Status	Registered
Legal form	CIO
Registered	2019-09-13
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** Swanage United Reformed Church  
112 High Street  
Swanage  
Dorset  
BH19 2NY

**Phone** 07759230313

**Email** [swanage.foodbank@gmail.com](mailto:swanage.foodbank@gmail.com)

## Activities

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**Objects:** THE RELIEF OF FINANCIAL HARDSHIP AMONGST PEOPLE IN SWANAGE AND THE SURROUNDING AREA OR IN OTHER PARTS OF THE UNITED KINGDOM IN SUCH WAYS AS THE TRUSTEES FROM TIME-TO-TIME THINK FIT, IN PARTICULAR, BUT NOT EXCLUSIVELY BY:A) PROVIDING EMERGENCY FOOD, ESSENTIAL TOILETRIES, AND HOUSEHOLD ITEMS TO INDIVIDUALS AND FAMILIES IN NEED AND/OR FOR DISTRIBUTION BY CHARITIES OR OTHER ORGANISATIONS WORKING TO PREVENT OR RELIEVE POVERTYB) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT OR SIGNPOSTING TO RELEVANT INFORMATION AND OTHER ADVISORY SERVICES

**Activities:** The relief of financial hardship amongst people in Swanage and the surrounding area by: a) providing emergency food, and other items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty; and b) such other means, including the provision of support or signposting to relevant information and other advisory services.

## Classification

- **How:** Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

## Geography

- Dorset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£18,205	£20,760	-	-
2024-03-31	£20,612	£25,493	-	-
2023-03-31	£24,134	£22,702	-	-
2022-03-31	£15,220	£16,403	-	-
2021-03-31	£22,364	£10,423	-	-

## Trustees

Name	Role	Appointed
Donalda Eleanor Plowman		2019-09-13
Ian Charles Bandy		2020-06-03
Judith Ann Emery		2019-09-13
Julie Bowerman		2025-06-05
Linda Julie Bond		2024-05-23
Lucy Clare Cocke		2019-09-13
Pauline Joyce Werba		2019-09-13
Rev Geoffrey John Hutchison		2025-02-13

**SWANAGE FOOD BANK**

England & Wales - Charity number 1185288

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# Accounts

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## **Swanage Food Bank Trustees' Report: 01/04/2024 – 31/03/2025**

### Reference and administrative details

Charity name : Swanage Food Bank

Registered charity number : 1185288

Charity's principal address : United Reformed Church, 112 High Street, Swanage, Dorset BH19 2NY

Trustees: Mr Ian Bandy ( Treasurer), Mrs Lucy Cocke (Secretary), Mrs Ann Emery, Mrs Donalda Plowman, Mrs Pauline Werba, Mrs Pamela Hayes (resigned 13<sup>th</sup> February 2025), Mrs Julie Bond, The Rev'd John Hutchison

Charity phone number : 07759 230313 (client referrals)  
07754 081420 (enquiries)

Social Media : Swanage Food Bank Facebook

### Structure, governance and management

Type of governing document : constitution

How the charity is constituted : Charitable Incorporated Organisation (CIO)

The Trustees meet regularly throughout the year to discuss the management of policies (Safeguarding, Health and Safety, Risk Assessment, Public Indemnity Insurance), finances and matters concerning the running of the Charity and the appointment of Trustees. Proposals arising are then presented to the Membership at General Meetings (held 3 or 4 times yearly including an AGM) and electronically for further comment and approval by majority vote.

### Objectives and activities

Summary of objectives as set out in its governing document: The relief of financial hardship amongst people in Swanage and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by: a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty b) such other

means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

Summary of main activities undertaken for the public benefit in relation to these objectives: Swanage Food Bank operated throughout the year from the Swanage United Reformed Church building on Mondays, Wednesdays and Fridays between 12 noon and 2.00pm with flexible arrangements for emergency needs outside of those hours. Our Team of 17 volunteer members works on a weekly Rota in threes or pairs. During and subsequent to Covid lockdowns/ restrictions, we have also been helped by a Home Deliveries Team of 17 volunteers. Referrals of clients are made by a number of networking care agencies which contact us to give details of households needing Swanage Food Bank aid. When clients cannot contact these agencies, self-referrals are accepted. All vouchers are completed by the Team on Duty so that statistics may be maintained on a monthly basis

Clients are provided with their food supplies (for seven days of three meals per day per each household member) and essential toiletries as available. Top-ups of fuel cards of up to £40 are also made within safeguarding rules following an Agency referral. Our Charity's main source of food items has been from individuals in Swanage and district giving items in our Food Bins in local supermarkets (Co-op, Budgen's, Spar, and Costcutters) as well as at the backs of churches and outside of our premises during Duty hours, together with food donated from schools, churches and other organisations. In this way, there is a sense of community ownership of the work we carry out, and we are very grateful for such ongoing support. The stocks are supplemented by purchases from local stores, and from deliveries from online ordering with Morrisons. Although Swanage Food Bank has made no appeals for money and does not engage in fund-raising activities, we have received many financial donations from individuals, churches, and other organisations (some of which have independently raised money and donated it to us)

### Achievements and performance

Since receiving recognition as a Registered Charity on 13<sup>th</sup> September 2019, we have continued our many previous years of work, as a small charity, supplying a large number of families and individuals in food poverty with generous amounts of food and essentials. The numbers assisted this past year were 860 adults and 598 children, which was a marked decline from the previous year of 1,097 adults and 736 children. This may be due to increased use of the Community Pantry and the FareShare Larder. We increased provision for our homeless clients who are offered cutlery, plates, mugs, and a tin opener. At Christmas we continued to provide festive items as well as treats to anyone who approached us for help in December.

At the beginning of the year we moved from the Salvation Army premises to the United Reformed Church. This has been a great success due to the increased space

with free standing shelves in the centre of the room which makes everything easily accessible to our Duty Teams. The Church has been extremely welcoming and supportive. Our Home Delivery Team are able to park outside when collecting supplies of food for delivery, and our Clients are able to access the Food Bank at our side entrance.

On April 30<sup>th</sup> 2024 Pauline Werba resigned as Chair of Swanage Food Bank. We are enormously grateful to her for her outstanding leadership and we are delighted she will remain as a Trustee. The Trustees agreed to share the duties and responsibilities of the Chair until a new Chair has been found. Pamela Hayes resigned as a Trustee and the Minutes Secretary on February 13<sup>th</sup> 2025. We are most grateful to her for all that she has contributed over many years. The Minutes will be taken by different volunteers until a permanent solution is found. During the course of the year Julie Bond and John Hutchison kindly agreed to join the Food Bank as Trustees. Our AGM took place on Thursday 6<sup>th</sup> June 2024 at All Saints' Church. There was the statutory resignation of two Trustees (Lucy Cocke and Donalda Plowman) and their re-election approved.

During the course of the year Ann Coleman, Nadine Evans, Heather Orchard and Julie Rose joined Swanage Food Bank Duty Teams. Rod Ivall joined our Home Delivery Team. We are most grateful to Pat Bordessa and Pete Lightowler who stepped down during the year. Alan Dominy has kindly agreed to be our Safeguarding Lead.

We had a 5\* rating following our Environmental Health Inspection having already instigated weekly recordings of our fridge and freezer temperatures. Dorset Council has appointed a Community Engagement Project Officer who has been excellent at bringing various volunteer groups together. Several new initiatives are proving most helpful to Swanage Food Bank, and we are pleased to inform Clients that the Focus Centre is able to offer support unrelated to food needs. There is now a dog food collection point in Swanage which has been greatly appreciated by Clients struggling to feed their pets.

We recognise the importance of communication and we have introduced a WhatsApp Group between our duty team leaders as well as our Treasurer. We had a Swanage Food Bank tree at the Annual Swanage Christmas Tree Festival to publicise our work.

Team and Trustee Meetings take place throughout the year and we are enormously grateful to our Treasurer Ian Bandy who presents finance reports and updates at all our Meetings. We also thank Judy Bandy for her support with publicity. As always we thank our hardworking Duty Team Members and our Home Delivery Team. Special thanks go to Robin Plowman who empties our collection bins and Julie Bond who places an online order with Morrisons each week.

## Financial Report

The accounts for the period ended 31<sup>st</sup> March 2025 have been produced on a Receipts and Payments basis.

The Trustees have agreed a Reserves policy which seeks to maintain a balance on unrestricted funds of approximately six months' unrestricted expenditure to cover emergencies that may arise from time to time, and also additional reserves to cover specific, identified financial risks.

Income derives primarily from donations by individuals, but also from local businesses, charities and other organisations. We have around 12 donors providing regular donations of around £500 per month in total but otherwise our income consists of ad-hoc donations. Our total income fell by around £2,500 from the previous year. We are immensely grateful for the generosity of all who have donated to us.

The charity registered for Gift Aid in September 2019 and we claim back from the HMRC for gift-aided donations from time to time. We received £1,544 back from HMRC in this financial year.

Our expenditure decreased by over £4,500, reflecting the lower number of clients who came to us for help during the year.

Overall we made a deficit of £2,555 in the year (compared to a deficit in the previous year of £4,881). With £29,500 in the bank we are well funded for the next year (and beyond) which will enable us to cope should we be in deficit again in 2025/26.

In addition to monetary donations we continue to receive a significant volume of items of food from the local community. We have not estimated the value of these gifts in kind and they are not included within the financial figures stated.

The Trustees are, of course, extremely grateful to all who have contributed items of food and/ or money, without which Swanage Food Bank would not be able to function.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Trustees of Swanage Food Bank:

Signature : *Lucy Cocke*

Full name : LUCY COCKE

Position : SECRETARY

Date: 5 / 6 / 25



Receipts and payments accounts

For the period from	01/04/2024	To	31/03/2025
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Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
<b>A1 Receipts</b>					
Donations - individuals	£10,869	£0	£0	£10,869	£13,813
Donations - businesses	£1,000	£0	£0	£1,000	£110
Donations - other charities/ voluntary organisations	£4,045	£0	£0	£4,045	£3,768
Bank interest	£708	£0	£0	£708	£561
Gift Aid tax reclaim	£1,544	£0	£0	£1,544	£2,361
Other Income	£39	£0	£0	£39	£0
<b>Sub total (Gross income for AR)</b>	<b>£18,205</b>	<b>£0</b>	<b>£0</b>	<b>£18,205</b>	<b>£20,612</b>
<b>A2 Asset and investment sales, (see table).</b>					
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
<b>Sub total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total receipts</b>	<b>£18,205</b>	<b>£0</b>	<b>£0</b>	<b>£18,205</b>	<b>£20,612</b>
<b>A3 Payments</b>					
Energy top-ups	£280	£0	£0	£280	£650
Food purchases	£17,224	£0	£0	£17,224	£20,547
Christmas	£0	£0	£0	£0	£500
Telecoms	£180	£0	£0	£180	£35
Stationery, printing, postage	£64	£0	£0	£64	£42
Premises	£2,400	£0	£0	£2,400	£1,600
Equipment	£109	£0	£0	£109	£581
Insurance	£302	£0	£0	£302	£246
Move to new premises	£50	£0	£0	£50	£1,238
Other	£151	£0	£0	£151	£54
<b>Sub total</b>	<b>£20,760</b>	<b>£0</b>	<b>£0</b>	<b>£20,760</b>	<b>£25,493</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
<b>Sub total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total payments</b>	<b>£20,760</b>	<b>£0</b>	<b>£0</b>	<b>£20,760</b>	<b>£25,493</b>
<b>Net of receipts/(payments)</b>	<b>-£2,555</b>	<b>£0</b>	<b>£0</b>	<b>-£2,555</b>	<b>-£4,881</b>
A5 Transfers between funds	£0	£0	£0	£0	£0
A6 Cash funds last year end	£32,076	£0	£0	£32,076	£36,958
<b>Cash funds this year end</b>	<b>£29,521</b>	<b>£0</b>	<b>£0</b>	<b>£29,521</b>	<b>£32,076</b>



Swanage Food Bank 1185288

Receipts and payments accounts

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For the period from 01/04/2024 To 31/03/2025

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current accounts	£1,788	£0	£0
	Savings accounts	£27,597	£0	£0
	Petty Cash	£137	£0	£0
	<b>Total cash funds</b> <small>(agree balances with receipts and payments account(s))</small>	<b>£29,521</b> OK	<b>£0</b> OK	<b>£0</b> OK
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			IC BANDY	5/6/25

**SWANAGE FOOD BANK**

England & Wales - Charity number 1185288

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# Accounts

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## **Swanage Food Bank Trustees' Report: 01/04/2023 – 31/03/2024**

### Reference and administrative details

Charity name : Swanage Food Bank

Registered charity number : 1185288

Charity's principal address : Salvation Army Lower Hall, King's Road East, Swanage, Dorset BH19 1ER

*(From 02/04/24 United Reformed Church, 112 High Street, Swanage, Dorset BH19 2NY)*

Trustees: Mrs Pauline Werba ( Chair), Mrs Lucy Cocke (Secretary), Mrs Ann Emery, Mrs Donalda Plowman, Mrs Pamela Hayes, Mrs Katrina Greetham (*resigned 31/03/24*), Mr Ian Bandy (Treasurer)

Charity phone number : 07759 230313 (client referrals)  
07754 081420 (enquiries)

Social Media : Swanage Food Bank Facebook

### Structure, governance and management

Type of governing document : constitution

How the charity is constituted : Charitable Incorporated Organisation (CIO)

The Trustees meet regularly throughout the year to discuss the management of policies (Safeguarding, Health and Safety, Risk Assessment, Public Indemnity Insurance), finances and matters concerning the running of the Charity and the appointment of Trustees. Proposals arising are then presented to the Membership at General Meetings (held 3 or 4 times yearly including an AGM) and electronically for further comment and approval by majority vote.

### Objectives and activities

Summary of objectives as set out in its governing document: The relief of financial hardship amongst people in Swanage and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by: a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by

charities or other organisations working to prevent or relieve poverty b) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

Summary of main activities undertaken for the public benefit in relation to these objectives: Swanage Food Bank operated throughout the year from the Swanage Salvation Army building on Mondays, Wednesdays and Fridays between 12 noon and 2.00pm with flexible arrangements for emergency needs outside of those hours. Our Team of 17 volunteer members works on a weekly Rota in threes or pairs. During and subsequent to Covid lockdowns/ restrictions, we have also been helped by a Home Deliveries Team of 17 volunteers. Referrals of clients are made by a number of networking care agencies which contact us to give details of households needing Swanage Food Bank aid. When clients cannot contact these agencies, self-referrals are accepted. All vouchers are completed by the Team on Duty so that statistics may be maintained on a monthly basis

Clients are provided with their food supplies (for seven days of three meals per day per each household member) and essential toiletries as available. Top-ups of fuel cards of up to £40 are also made within safeguarding rules following an Agency referral. Our Charity's main source of food items has been from individuals in Swanage and district giving items in our Food Bins in local supermarkets (Co-op, Budgen's, Spar, and Costcutters) as well as at the backs of churches and outside of our premises during Duty hours, together with food donated from schools, churches and other organisations. In this way, there is a sense of community ownership of the work we carry out, and we are very grateful for such ongoing support. The stocks are supplemented by purchases from local stores, and from deliveries from online ordering with Morrisons. Although Swanage Food Bank has made no appeals for money and does not engage in fund-raising activities, we have received many financial donations from individuals, churches, and other organisations (some of which have independently raised money and donated it to us)

### Achievements and performance

Since receiving recognition as a Registered Charity on 13th September 2019, we have continued our many previous years of work as a small charity to supply a large number of families and individuals in food poverty with generous amounts of food and essentials. The numbers served this past year were 1,097 adults, and 736 children which was slightly less than the numbers the previous year which were 1,215 adults and 789 children. At Christmas, festive items and Christmas treats were given to all clients needing food aid in December. The feedback from recipients was very positive.

We have retained the Home Delivery Team who continue to deliver to any client who is unable to collect, although an increasing number of clients do collect from our

premises. Because of local outbreaks of Covid and influenza, face-to-face contact with clients has been kept to a minimum and they are not permitted to enter the premises.

Mindful of greater demand since the outbreak of war in Ukraine with 2022 increases in the cost of living and higher energy prices continuing to soar, we have spent more on re-stocking tins/ dried food to supplement food donations when insufficient, and increased our range of frozen vegetables and desserts for many clients with freezer capacity. We have also spent more on fresh food for clients by increasing the range of fruit and vegetables which we give to each household. Most of our clients are referred by our local agencies although we accept self referrals when a client has been unable to contact an agency for a referral. We continue to help a number of large families with young children. There have been limited requests for support with fuel top-ups during the year, although this help is available when requested through an agency. The Team is encouraged to signpost all clients (and especially those who have relied on our food aid for a number of years) to other agencies providing support with expenditure, Benefits, Housing Needs, etc. Citizens Advice now offers two drop-in sessions in Swanage. There is also a Community Pantry and, for those who can afford it, a Fare Share van which allows its clients to pay for and collect a bag of groceries. These may be past the 'best by' dates, and so not sellable by the shops which would otherwise discard them as waste. Swanage Food Bank continues to offer its service to all who need not just 'emergency' food aid but on-going food aid necessitated by the escalation of food prices.

Our 2023 AGM took place in All Saints' Church on June 22nd. There was the statutory resignation of three Trustees ( Ann Emery, Pam Hayes and Katrina Greetham this time) and their re-election approved. We have two new recruits to the Team, Mrs Angela Taylor and Mr Stuart Hopkins.

A significant challenge in the year has been the need to move the operating premises of the Food Bank. We were informed in February by the Salvation Army that we would need to leave their premises at the end of our licence on March 31st 2024, coinciding with the closure of the Salvation Army building. The United Reformed Church (URC) offered the use of a room at their premises, which Swanage Food Bank was delighted to accept. An enormous amount of planning was required which Ian Bandy managed with exceptional skill. He was assisted by Robin Plowman who undertook building new racks and enhancing the cupboards which were already available in the room. Particular thanks are also due to Judy Bandy who designed new notices and signs for our new home at the URC, and also liaised with partner organisations on our change of address. Meetings took place with the team at the URC and an amount was agreed to cover the costs of heating and using the room. The move took place on Tuesday 2nd April 2024 with a large number of team members assisting, and the room is now fully operational and proving to be a great success.

Team and Trustees' Meetings have taken place throughout the year, and financial reports and updates on accounts have been presented at each by our Treasurer, Ian Bandy, who is to be commended for his work in managing these matters so efficiently. Swanage Food Bank Secretary, Lucy Cocke, has continued to collect statistics from the vouchers issued for each client household, and administered Team Rotas and Agendas. In October Pamela Hayes kindly agreed to take the Minutes for every Trustee and Team meeting which has been enormously appreciated by the Secretary. As always, we thank our loyal and hardworking Team Members and Home Delivery Team. And a special thanks to Robin Plowman, who collects the food donations from the bins in stores and backs of churches each week – he really works hard for us. Julie Bowerman has continued to keep bins updated each month with current shortages so that donors may make informed contributions, and Jules Bond has been a great asset in her weekly online ordering for Swanage Food Bank from Morrisons which offer a friendly and courteous delivery service to us.

Major Katrina Greetham resigned as a Trustee at the end of March 2024 as she is moving away from the area. The other Trustees have very much appreciated the experience and knowledge that Katrina was able to bring to the Trustees and wish her great success in her future ventures.

### Financial Report

The accounts for the period ended 31st March 2024 have been produced on a Receipts and Payments basis.

The Trustees have agreed a Reserves policy which seeks to maintain a balance on unrestricted funds of approximately six months' unrestricted expenditure to cover emergencies that may arise from time to time, and also additional reserves to cover specific, identified financial risks.

Income derives primarily from donations by individuals, but also from local businesses, charities and other organisations. We have around 15 donors providing regular donations of over £600 per month in total but otherwise our income consists of ad-hoc donations. Our total income fell by around £3,500 from the previous year. We are immensely grateful for the generosity of all who have donated to us.

The charity registered for Gift Aid in September 2019 and we claim back from the HMRC for gift-aided donations from time to time. We received £2,361 back from HMRC in this financial year: £873 for money donated in the 2021/22 financial year, and £1,488 for money donated in the 2022/23 financial year.

Our expenditure increased by £3,000, of which £1,238 was "one off" expenditure associated with our move to our new location – the principal spend being on a new

fridge and new racking for food storage. The rest of the increase was caused mainly by the increasing price of food.

Overall we made a deficit of £4,881 in the year (compared to a small surplus in the previous year of £1,432). With £32,000 in the bank we are well funded for the next year (and beyond) which will enable us to cope should we be in deficit again in 2024/25.

In addition to monetary donations we continue to receive a significant volume of items of food from the local community. We have not estimated the value of these gifts in kind and they are not included within the financial figures stated.

The Trustees are, of course, extremely grateful to all who have contributed items of food and/ or money, without which Swanage Food Bank would not be able to function.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Trustees of Swanage Food Bank:

Signature : Ian C Bandy .

Full name : IAN CHARLES BANDY

Position : TREASURER

Date: 16/7/24



Receipts and payments accounts

For the period from	01/04/2023	To	31/03/2024
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**Section A Receipts and payments**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
<b>A1 Receipts</b>					
Donations - individuals	£13,813	£0	£0	£13,813	£16,936
Donations - businesses	£110	£0	£0	£110	£1,600
Donations - other charities/ voluntary organisations	£3,768	£0	£0	£3,768	£5,155
Bank interest	£561	£0	£0	£561	£43
Gift Aid tax reclaim	£2,361	£0	£0	£2,361	£0
Other Income	£0	£0	£0	£0	£400
<b>Sub total (Gross income for AR)</b>	<b>£20,612</b>	<b>£0</b>	<b>£0</b>	<b>£20,612</b>	<b>£24,134</b>
<b>A2 Asset and investment sales, (see table).</b>					
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
<b>Sub total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total receipts</b>	<b>£20,612</b>	<b>£0</b>	<b>£0</b>	<b>£20,612</b>	<b>£24,134</b>
<b>A3 Payments</b>					
Energy top-ups	£650	£0	£0	£650	£1,496
Food purchases	£20,547	£0	£0	£20,547	£18,745
Christmas	£500	£0	£0	£500	£648
Telecoms	£35	£0	£0	£35	£138
Stationery, printing, postage	£42	£0	£0	£42	£83
Premises	£1,600	£0	£0	£1,600	£1,100
Equipment	£581	£0	£0	£581	£285
Insurance	£246	£0	£0	£246	£187
Move to new premises	£1,238	£0	£0	£1,238	£0
Other	£54	£0	£0	£54	£20
<b>Sub total</b>	<b>£25,493</b>	<b>£0</b>	<b>£0</b>	<b>£25,493</b>	<b>£22,702</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	£0	£0	£0	£0	£0
	£0	£0	£0	£0	£0
<b>Sub total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Total payments</b>	<b>£25,493</b>	<b>£0</b>	<b>£0</b>	<b>£25,493</b>	<b>£22,702</b>
<b>Net of receipts/(payments)</b>	<b>-£4,881</b>	<b>£0</b>	<b>£0</b>	<b>-£4,881</b>	<b>£1,432</b>
<b>A5 Transfers between funds</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>A6 Cash funds last year end</b>	<b>£36,958</b>	<b>£0</b>	<b>£0</b>	<b>£36,958</b>	<b>£35,526</b>
<b>Cash funds this year end</b>	<b>£32,076</b>	<b>£0</b>	<b>£0</b>	<b>£32,076</b>	<b>£36,958</b>



Swanage Food Bank 1185288

Receipts and payments accounts

CC16a

For the period from 01/04/2023 To 31/03/2024

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current accounts	£2,450	£0	£0
	Savings accounts	£29,277	£0	£0
	Petty Cash	£350	£0	£0
	<b>Total cash funds</b>	<b>£32,076</b>	<b>£0</b>	<b>£0</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		<i>Lucy Colcke</i>	LUCY COLCKE	16/7/24
		<i>Kate Bundy</i>	KATE BUNDY	16/7/24

**SWANAGE FOOD BANK**

England & Wales - Charity number 1185288

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# Accounts

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## **SWANAGE FOOD BANK TRUSTEES' REPORT FROM 31.03.2022- 31.03.2023**

### Reference and administrative details

Charity name : Swanage Food Bank

Registered charity number : 1185288

Charity's principal address : Salvation Army Lower Hall, King's Road East, Swanage, Dorset BH19 1ER

Trustees names : Mrs Pauline Werba (Chairperson), Mrs Lucy Cocke (Secretary), Mrs Ann Emery, Mrs Donalda Plowman, Mrs Pamela Hayes, Mrs Katrina Greetham, Mr Ian Bandy (Treasurer)

Charity phone number : 07759230313 (client referrals) 07713637208 (enquiries)

Social Media : Swanage Food Bank Facebook

### Structure, governance and management

Type of governing document : constitution

How the charity is constituted : Charitable Incorporated Organisation (CIO)

The Trustees meet regularly throughout the year to discuss the management of policies (safeguarding, Health and Safety, Risk Assessment, Public Indemnity Insurance), finances and matters concerning the running of the Charity and the appointment of Trustees. Proposals arising are then presented to the Membership at General Meetings (held 3 or 4 times yearly including an AGM) and electronically for further comment and approval by majority vote.

### Objectives and activities

Summary of objectives as set out in its governing document: The relief of financial hardship amongst people in Swanage and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by: a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty b) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

Summary of main activities undertaken for the public benefit in relation to these objectives: Swanage Food Bank operates from the Salvation Army Lower Hall on Mondays, Wednesdays and Fridays between 12 noon and 2.00pm with flexible arrangements for emergency needs outside of those hours. Our Team of 16 volunteer members works on a weekly Rota in threes or pairs. During and subsequent to Covid lockdowns/ restrictions, we have also been helped by a Home Deliveries Team of 16 volunteers. Referrals of clients are made by a number of networking care agencies which contact us to give details of households needing Swanage Food Bank aid. When clients cannot contact these agencies, self-referrals are accepted. All vouchers are completed by Team on Duty so that statistics may be maintained on a monthly basis

Clients are provided with their food supplies (for seven days of three meals per day per each household member) and essential toiletries as available. Top-ups of fuel cards of up to £40 are also made within safeguarding rules and £15 meat vouchers have been purchased from J.J. Moore's (butcher), given at the discretion of Team Members and recorded to ensure fair distribution. In recent months these vouchers have been discontinued as there was no way of checking if they were being used by the clients they were intended for. Our Charity's main source of food items has been from individuals in Swanage and district giving items in our Food Bins in local supermarkets (Co-op, Budgen's, Spar, and Costcutters) as well as at the backs of churches and outside of our premises during Duty hours, together with food donated from schools, churches and other organisations. In this way, there is a sense of community ownership of the work we carry out, and we are very grateful for such ongoing support. The stocks are supplemented by purchases from local stores, and from deliveries from online ordering with Morrisons. Although Swanage Food Bank has made no appeals for money and does not engage in fund-raising activities, we have received many financial donations from individuals, churches, and other organisations (some of which have independently raised money and donated it to us)

### Achievements and performance

Since receiving recognition as a Registered Charity on 13th September 2019, we have continued our many previous years of work as a small charity to supply a large number of families and individuals in food poverty with generous amounts of food and essentials. The numbers served this past year were 1,215 adults, and 789 children which was a considerable increase from the same period in the previous financial year (835 adults and 605 children). At Christmas, we gave £25 vouchers to 40 selected client households (with children or just couples) to be spent on food (excluding alcohol, tobacco etc) in our local Budgens. Festive bags of Christmas treats were also given to them and to all clients needing food aid in December. Our Team delivered these, and the feedback from recipients was very positive which encourages us to continue this practice for future Christmas times.

We maintained the new safeguarding measures which had to be applied at the onset of Covid-19 until June 2021 which prevented all contact with clients, and entailed special working arrangements for Team Members (now on an optional basis), and also the provision of Home Deliveries by default. For this purpose, a dedicated Home Deliveries Team of 16 volunteers has continued to be deployed, all working according to sensible safeguarding measures. Because of local outbreaks of Covid and influenza, face-to-face contact with clients has been kept to a minimum and they are not permitted to enter the premises.

Mindful of greater demand since the outbreak of war in Ukraine with 2022 increases in the cost of living and higher energy prices continuing to soar, we have spent more on re-stocking tins/ dried food to supplement food donations when insufficient, and increased our range of frozen vegetables and desserts for many clients with freezer capacity. We have also spent more on fresh food for clients by increasing the range of fruit and vegetables which we give to each household.. Because so many referral agencies have had less face-to-face contact with clients they have referred by phone, and self-referrals have become the norm. The number of clients has continued to rise, especially those with children under 18 years. During the winter, there was an expected increase in requests for top-ups of fuel, and we have monitored this carefully to avoid dependency upon Swanage Food Bank for electricity and gas costs. By asking for referrals from Agencies before top-ups can be given, we ensure that alternative support in budgeting and debt management is being provided for these clients. Also during the winter, various 'warm places' were provided in our community, so we were able to signpost clients to these as a way of cutting their home heating costs. The Team is encouraged to signpost all clients (and especially those who have relied on our food aid for a number of years) to other agencies providing support with expenditure, Benefits, Housing Needs, etc. Citizens Advice now offers two drop-in sessions in Swanage. There is also a Community Pantry and, for those who can afford it, a Fare Share van which allows its clients to pay for and collect a bag of groceries. These may be past the 'best by' dates, and so not sellable by the shops which would otherwise discard them as waste. Swanage Food Bank continues to offer its service to all who need not just 'emergency' food aid but on-going food aid necessitated by the escalation of food prices.

Our 2022 AGM took place in All Saints' Church on July 14<sup>th</sup>. There was the statutory resignation of two Trustees (Pauline Werba and Lucy Cocke this time) and their re-election approved. We have one new recruit to the Team, Mrs Pat Bordessa who has many years' experience of working as a volunteer in charities and has been a valuable member of our Team. We also recruited new Home Deliveries volunteers: Steve and Carol Bowles, and John Hutchison who replaced John and Helen Mann on their retirement.

Team and Trustees' Meetings have taken place throughout the year, and financial reports and updates on accounts have been presented at each by our Treasurer, Ian

Bandy, who is to be commended for his work in managing these matters so efficiently. Swanage Food Bank secretary, Lucy Cocke, has also worked tirelessly in collecting statistics from the vouchers issued for each client household, and for administering Team Rotas and Agendas and Minutes for every meeting. As always, we thank our loyal and hardworking Team Members and Home Delivery Team. And a special thanks to Robin Plowman, who collects the food donations from the bins in stores and backs of churches each week – he really works hard for us. Julie Bowerman has continued to keep bins updated each month with current shortages so that donors may make informed contributions, and Jules Bond has been a great asset in her weekly online ordering for Swanage Food Bank from Morrisons which offer a friendly and courteous delivery service to us. As always, we are grateful to the Swanage Salvation Army for the use of their premises.

### Financial Report

The accounts for the period ended 31<sup>st</sup> March 2023 have been produced on a Receipts and Payments basis.

The Trustees have agreed a Reserves policy which seeks to maintain a balance on unrestricted funds of approximately six months' unrestricted expenditure to cover emergencies that may arise from time to time, and also additional reserves to cover specific, identified financial risks.

Income derives primarily from donations by individuals, but also from local businesses, charities and other organisations. We have around 15 donors providing regular donations of over £600 per month in total but otherwise our income consists of ad-hoc donations. Our total income rose by around £9,000 over the previous year and we are immensely grateful for the generosity of all who have donated to us.

The charity registered for Gift Aid in September 2019 and we claim back from the HMRC for gift-aided donations from time to time. We did make a claim of £857 in the 2022/23 year but received the money in the 2023/24 financial year, and hence this is not included in the financial figures stated.

Our expenditure also increased significantly, by around £6,000, as we responded to the increased demand from our clients. This increased expenditure was primarily spent on purchasing food,

Overall we made a small surplus of £1,432 in the year (compared to a small deficit in the previous year of £1,182).

Within the year we changed our bankers from NatWest to Lloyds. After this change, we implemented online banking which has eased our administration, particularly in

making payments. The implementation of the online banking requires two Trustees to approve every expenditure.

In addition to monetary donations we also receive a significant volume of items of food from the local community. We have not estimated the value of these gifts in kind and they are not included within the financial figures stated.

The Trustees are, of course, extremely grateful to all who have contributed items of food and/ or money, without which Swanage Food Bank would not be able to function.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Trustees of Swanage Food Bank:

Signature : *Lucy Locke*

Full name : *LUCY COCKE*

Position : *SECRETARY*

Date: *22.6.23*



Receipts and payments accounts

For the period  
from

01/04/2022

To

31/03/2023

Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
<b>A1 Receipts</b>					
Donations	23,691	0	0	23,691	12,877
Bank interest	43	0	0	43	3
Gift Aid tax reclaim	0	0	0	0	2,340
Other Income	400	0	0	400	0
	0	0	0	0	0
<b>Sub total (Gross income for AR)</b>	<b>24,134</b>	<b>0</b>	<b>0</b>	<b>24,134</b>	<b>15,220</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>24,134</b>	<b>0</b>	<b>0</b>	<b>24,134</b>	<b>15,220</b>
<b>A3 Payments</b>					
Energy top-ups	1,496	0	0	1,496	955
Food purchases	18,745	0	0	18,745	14,111
Christmas Hampers	648	0	0	648	0
Telecoms	138	0	0	138	194
Stationery, printing, postage	83	0	0	83	57
Premises	1,100	0	0	1,100	900
Equipment	285	0	0	285	10
Insurance	187	0	0	187	176
Other	20	0	0	20	0
<b>Sub total</b>	<b>22,702</b>	<b>0</b>	<b>0</b>	<b>22,702</b>	<b>16,403</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>22,702</b>	<b>0</b>	<b>0</b>	<b>22,702</b>	<b>16,403</b>
<b>Net of receipts/(payments)</b>	<b>1,432</b>	<b>0</b>	<b>0</b>	<b>1,432</b>	<b>-1,182</b>
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	35,526	0	0	35,526	36,708
<b>Cash funds this year end</b>	<b>36,958</b>	<b>0</b>	<b>0</b>	<b>36,958</b>	<b>35,526</b>



Receipts and payments accounts

For the period from 01/04/2022 To 31/03/2023

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current accounts	1,865	0	0
	Savings accounts	35,034	0	0
	Petty Cash	59	0	0
	<b>Total cash funds</b>	<b>36,958</b>	<b>0</b>	<b>0</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	LUCY COCKE	22.6.23

**SWANAGE FOOD BANK**

England & Wales - Charity number 1185288

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# Accounts

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## SWANAGE FOOD BANK TRUSTEES' REPORT FROM 31.03.2021- 31.03.2022

### Reference and administrative details

Charity name : Swanage Food Bank

Registered charity number : 1185288

Charity's principal address : Salvation Army Lower Hall, King's Road East, Swanage, Dorset BH19 1ER

Trustees names : Mrs Pauline Werba (Chairperson), Mrs Lucy Cocke (Secretary), Mrs Ann Emery, Mrs Donalda Plowman, Mrs Pamela Hayes, Mrs Katrina Greetham, Mr Ian Bandy (Treasurer)

Charity phone number : 07759230313 (client referrals) 07713637208 (enquiries)

Social media : Swanage Food Bank Facebook

### Structure, governance and management

Type of governing document : constitution

How the charity is constituted : Charitable Incorporated Organisation (C.I.O.)

The Trustees meet regularly throughout the year to discuss the management of policies (safeguarding, Health and Safety, Risk Assessment, Public Indemnity Insurance), finances and matters concerning the running of the Charity and the appointment of Trustees. Proposals arising are then presented to the Membership at General Meetings (held 3 or 4 times yearly including an AGM) and electronically for further comment and approval by majority vote.

### Objectives and activities

Summary of objectives as set out in its governing document : The relief of financial hardship amongst people in Swanage and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time -to-time think fit, in particular, but not exclusively by: a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty b) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

Summary of main activities undertaken for the public benefit in relation to these objectives : Swanage Food Bank operates from the Salvation Army Lower Hall on Mondays, Wednesdays and Fridays between 12 noon and 2.00pm with flexible arrangements for emergency needs outside of those hours. Our Team of 16 volunteer Members works on a weekly Rota in threes or pairs. During and subsequent to Covid lockdowns/restrictions, we have also been helped by a Home Deliveries Team of 14 volunteers. Referrals of clients are made by a number of networking care agencies which issue our voucher to referred clients. When clients cannot contact these agencies, self-referrals are accepted and vouchers completed by Team on Duty so that stats may be maintained on monthly basis. Clients are provided with their food supplies (for 7 days of 3 meals per day per each

household member) and essential toiletries as available. Top-ups of fuel cards of up to £40 are also made within safeguarding rules and £10 meat vouchers purchased from J.J. Moore's (butcher) given at the discretion of Team Members and recorded to ensure fair distribution. Our Charity's main source of food items is from Swanage and district's individual giving of items in our Food Bins in local supermarkets (Co-op, Budgen's, Spar, and Costcutters) as well as at the backs of churches and outside of our premises during Duty hours. In this way, there is a sense of community ownership of the work we carry out, and we are very grateful for such ongoing support. The stocks are supplemented by purchases from local stores, Cash & Carry, and Poole Lidl. Although Swanage Food Bank has made no appeals for money and does not engage in fund-raising activities, we have received many financial donations from individuals, churches, and other organisations (some of which have independently raised money and donated it to us).

### Achievements and performance

Since receiving recognition as a Registered Charity on 13th September 2019, we have continued our many previous years of work as a small charity to supply a large number of families and individuals in food poverty with generous amounts of food and essentials. The numbers served this past year were 838 adults and 603 children. At Christmas we have usually supplied 50 Hampers of seasonal food to a number of existing clients and to those specially referred by local care agencies. For the first time, we have instead given £25 vouchers to 50 selected client households to be spent on food (excluding alcohol, tobacco etc) in our local Budgen's store. Bags of Christmas treats were also given to them and to all clients needing food aid in December. Our Team delivered these, and the feedback from recipients was very positive which encourages us to repeat this experiment in Christmas giving.

We maintained the new safeguarding measures which had to be applied at the onset of Covid-19 which prevented all contact with clients, and entailed special working arrangements for Team Members (safe distancing, personal protective equipment, hand washing and sanitising of surfaces, etc), and also the provision of Home Deliveries by default. For this purpose, a dedicated Home Deliveries Team of 14 volunteers has been deployed, all working according to strict safeguarding measures and in accordance with government guidance. These special measures continued until all legal restrictions were officially lifted in June 2021. Our working practice then relaxed so that mask-wearing was optional, but we continued to apply caution as new variants of Covid peaked and continued. Face-to-face contact with clients has been kept to a minimum and they are not permitted to enter the premises.

Mindful of greater demand with 2022 increases in the cost of living and the threat of higher energy prices, we have spent more on re-stocking tins/ dried food to supplement food donations when insufficient, and increased our range of frozen vegetables and desserts for many clients with freezer capacity. We have also spent more on fresh food for clients by increasing the range of fruit and vegetables which we give to each household.. Because so many referral agencies have not had face-to-face contact with clients they have referred by phone, and self-referrals have become the norm. The number of clients has continued to rise, especially those with children under 18 years. At the end of this financial year, there was an expected increase in requests for top-ups of fuel, and we have monitored this carefully to avoid dependency upon S.F.B. for electricity and gas costs. By

asking for referrals from Agencies before top-ups can be given, we ensure that alternative support in budgeting and debt-management is being provided for these clients.

Our 2021 AGM took place in All Saints' Church on June 10th with members asked to wear face coverings and sit safely distanced from each other. The resignation of John Haworth from the Trustees was announced and was formally thanked for his years of service to SFB. The statutory resignation of two Trustees (Ann Emery and Donald Plowman this time) and their re-election approved. We were very pleased to announce that two new Trustees were willing to be appointed, Mrs Pamela Hayes and Mrs Katrina Greetham, and all Members present ratified the proposal. Team Members who had given notice of their withdrawal from Team Duties were Catrina Humpherson and Judy Bandy, but both were willing to continue their support of S.F.B. in other ways. Judy's expertise in generating graphics for our publicity needs has been of great value and we will be pleased to call upon her assistance in future. Both Catrina and Judy were warmly thanked for their past services to our Charity.

Subsequent Team and Trustees' Meetings have taken place either physically or on Zoom, and Financial reports and updates on Accounts have been presented at each by our Treasurer, Ian Bandy, who is to be commended for his work in managing these matters so efficiently. SFB secretary, Lucy Cocke, has also worked tirelessly in collecting Stats from the vouchers issued for each client household, and for administering Team Rotas and Agenda/Minutes for every meeting. As always, we thank our loyal and hardworking Team Members and Home Delivery Team. We are grateful to have filled the vacancies in both with the recruitment of Fiona Rice and Julie Bond. And S.F.B. is pleased to remain at the Salvation Lower Hall, especially as more storage space may be available with the cessation of Wave Youth activities there.

### Financial Report

The accounts for the period ended 31<sup>st</sup> March 2022 have been produced on a Receipts and Payments basis.

The Trustees have agreed a Reserves policy which seeks to maintain a balance on unrestricted funds of approximately six months' unrestricted expenditure to cover emergencies that may arise from time to time, and additionally reserves to cover specific, identified financial risks.

Income derives primarily from donations by individuals, but also from local businesses, charities and other organisations. We have around 10 donors providing regular donations of around £450 per month in total but otherwise our income consists of ad-hoc donations. The charity registered for Gift Aid in September 2019 and we claimed back from the HMRC in the 2021/22 financial year £2,340 for gift-aided donations made up to 31 Mar 2021. This is an useful addition to our income.

As the accounts show, we made a deficit of £1,182 in the 2021/22 financial year. We expect this deficit to be greater in the 2022/23 year as we are anticipating a greater demand through the year. However, we are confident that our reserves will enable us to meet that demand successfully.

Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Trustees of Swanage Food Bank:

Signature : *Lucy Cocke*

Full name : LUCY COCKE

Position : SECRETARY

Date: 14<sup>th</sup> JUNE 2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Swanage Food Bank

1185288

**Receipts and payments accounts**

CC16a

For the period  
from

01/04/2021

To

31/03/2022

**Section A Receipts and payments**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
<b>A1 Receipts</b>					
Donations	12,877	0	0	12,877	22,355
Bank interest	3	0	0	3	9
Gift Aid tax reclaim	2,340	0	0	2,340	0
	0	0	0	0	0
	0	0	0	0	0
<i>Sub total (Gross income for AR)</i>	<b>15,220</b>	<b>0</b>	<b>0</b>	<b>15,220</b>	<b>22,364</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	0
	0	0	0	0	0
<i>Sub total</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Total receipts</i>	<b>15,220</b>	<b>0</b>	<b>0</b>	<b>15,220</b>	<b>22,364</b>
<b>A3 Payments</b>					
Energy top-ups	955	0	0	955	49
Food purchases	14,111	0	0	14,111	7,719
Christmas Hampers	0	0	0	0	1,265
Telecoms	194	0	0	194	164
Stationery, printing, postage	57	0	0	57	187
Premises	900	0	0	900	900
Equipment	10	0	0	10	55
Insurance	176	0	0	176	84
Other	0	0	0	0	0
<i>Sub total</i>	<b>16,403</b>	<b>0</b>	<b>0</b>	<b>16,403</b>	<b>10,423</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	0
	0	0	0	0	0
<i>Sub total</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Total payments</i>	<b>16,403</b>	<b>0</b>	<b>0</b>	<b>16,403</b>	<b>10,423</b>
<i>Net of receipts/(payments)</i>	<b>-1,182</b>	<b>0</b>	<b>0</b>	<b>-1,182</b>	<b>11,941</b>
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	36,708	0	0	36,708	24,767
<i>Cash funds this year end</i>	<b>35,526</b>	<b>0</b>	<b>0</b>	<b>35,526</b>	<b>36,708</b>



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Swanage Food Bank 1185288

CC16a

Receipts and payments accounts

For the period from 01/04/2021 To 31/03/2022

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	8,274	0	0
	Reserve account	27,273	0	0
	Petty Cash	-21	0	0
	<b>Total cash funds</b>	<b>35,526</b>	<b>0</b>	<b>0</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Lucy Cocile</i>	LUCY COCILE	14/7/22

**SWANAGE FOOD BANK**

England & Wales - Charity number 1185288

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# Accounts

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# SWANAGE FOOD BANK TRUSTEES' REPORT FROM 31.03.2020- 31.03.2021

## Reference and administrative details

Charity name : Swanage Food Bank

Registered charity number : 1185288

Charity's principal address : Salvation Army Lower Hall, King's Road East, Swanage, Dorset BH19 1ER

Trustees names : Mrs Pauline Werba (Chairperson), Mrs Lucy Cocke (Secretary), Mrs Ann Emery, Mrs Donalda Plowman, Mr Brian John Haworth, Mr Ian Bandy (Treasurer)

Charity phone number : 07759230313 (client referrals) 07713637208 (enquiries)

Social media : Swanage Food Bank Facebook

## Structure, governance and management

Type of governing document : constitution

How the charity is constituted : Charitable Incorporated Organisation (C.I.O.)

The Trustees meet regularly throughout the year to discuss the management of policies (safeguarding, Health and Safety, Risk Assessment, Public Indemnity Insurance), finances and matters concerning the running of the Charity and the appointment of Trustees. Proposals arising are then presented to the Membership at General Meetings (held 3 or 4 times yearly including an AGM) and electronically for further comment and approval by majority vote.

## Objectives and activities

Summary of objectives as set out in its governing document : The relief of financial hardship amongst people in Swanage and the surrounding area or in other parts of the United Kingdom in such ways as the trustees from time -to-time think fit, in particular, but not exclusively by: a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty b) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

Summary of main activities undertaken for the public benefit in relation to these objectives : Swanage Food Bank operates from the Salvation Army Lower Hall on Mondays, Wednesdays and Fridays between 12 noon and 2.00pm with flexible arrangements for emergency needs outside of those hours. Our Team of 16 volunteer Members works on a weekly Rota in threes or pairs. During Covid lockdowns/restrictions, we have also been helped by a Home Deliveries Team of 14 volunteers. Referrals of clients are made by a number of networking care agencies which issue our voucher to referred clients. When clients cannot contact these agencies, self-referrals are accepted and vouchers completed by Team on Duty so that stats may be maintained on monthly basis. Clients are provided with their food supplies (for 7 days of 3 meals per day per each household member) and essential toiletries as available. Top-ups of fuel cards of £20 are also made within

safeguarding rules and £10 meat vouchers purchased from J.J. Moore's (butcher) given at the discretion of Team Members and recorded to ensure fair distribution. Our Charity's main source of food items is from Swanage and district's individual giving of items in our Food Bins in local supermarkets (Co-op, Budgen's, Spar, and Costcutters) as well as at the backs of churches and outside of our premises during Duty hours. In this way, there is a sense of community ownership of the work we carry out, and we are very grateful for such ongoing support. Although Swanage Food Bank has made no appeals for money and does not engage in fund-raising activities, we have received many financial donations from individuals, churches, and other organisations (some of which have independently raised money and donated it to us).

### Achievements and performance

Since receiving recognition as a Registered Charity on 13th September 2019, we have continued our many previous years of work as a small charity to supply a large number of families and individuals in food poverty with generous amounts of food and essentials. The numbers served this past year were 854 adults, 445 children and 47 pets. As usual, at Christmas, we also supplied over 50 'hampers' of seasonal food to existing clients and to those specially referred by local care agencies. For the first time, our Team delivered these hampers.

We maintained the new safeguarding measures which had to be applied at the onset of Covid-19 which prevented all contact with clients, and entailed special working arrangements for Team Members (safe distancing, personal protective equipment, hand washing and sanitising of surfaces, etc), and also the provision of Home Deliveries by default. For this purpose, a dedicated Home Deliveries Team of 14 volunteers has been deployed, all working according to strict safeguarding measures and in accordance with government guidance. These special measures are continuing until legal restrictions are lifted provisionally on June 21st when certain of our precautions are open to review accordingly.

The second and third lockdowns during this financial year have meant the closure of many hospitality outlets, and we were offered stock items which they would no longer be able to use within 'best by' dates. As during the first lockdown, we also received donations of fresh eggs and produce from local hotels, so our clients continued to be well provided for. We had agreed to spend more on fresh food for clients by increasing the range of fruit and vegetables. Because so many referral agencies have not had face-to-face contact with clients they have referred by phone, and self-referrals have become the norm. The number of clients has doubled since the end of March 2020 and we are aware of increasing poverty in our community as a result of Coronavirus.

We had to postpone our May AGM until the autumn because of Covid restrictions, but Team Members have had regular email updates when needed from the Chairperson and subsequent meetings of Trustees and Members have taken place on Zoom. We would like to put on record a special thanks to all our volunteer Members who serve so faithfully, and welcome new Team Members, Lyn Barnett and Alan Dominy replacing Michael and Pauline Humphries who have relocated to Dorchester. We thank Robin Plowman for his hard work collecting from our food donation bins each week, serving as a temporary Team Member, and installing shelving in our new cupboard space. We are grateful to those who

regularly shop for us on-line and in Poole to replace stock items, and, as always, to the Salvation Army for letting Swanage Food Bank use the Hall and facilities.

### Financial Review

The accounts for the period ended 31<sup>st</sup> March 2021 have been produced on a Receipts and Payments basis.

The Trustees have agreed a Reserves policy which seeks to maintain a balance on unrestricted funds of approximately six months' unrestricted expenditure to cover emergencies that may arise from time to time, and additionally reserves to cover specific, identified financial risks.

Income derives primarily from donations by individuals, but also from local businesses, charities and other organisations. This income is quite variable and in the 2020/21 financial year we received a higher volume of donations, especially near the start of the first lockdown. We believe that in part this was due to the national publicity on foodbanks at the time. This has more than enabled us to meet the increased demand that we have seen this year since the pandemic started.

We also receive a significant volume of items of food from the local community. We have not estimated the value of these gifts in kind and they are not included within the financial figures stated.

The Trustees are, of course, extremely grateful to all who have contributed items of food and/ or money, without which Swanage Food Bank would not be able to function.

The charity registered for Gift Aid in September 2019 but has not yet made any Gift Aid claims. It is intended to commence the process of claiming in the financial year 2021/22. (The HMRC allow claims up to four years from the date of donation).

### Declaration

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Trustees of Swanage Food Bank:

Signature : *Lucy Locke*

Full name : LUCY COCKE

Position : SECRETARY

Date: 20 - 5 - 21



CHARITY COMMISSION  
FOR ENGLAND AND WALES

**Swanage Food Bank** **1185288**

**Receipts and payments accounts**

**CC16a**

For the period from **01/04/2020** To **31/03/2021**

**Section A Receipts and payments**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
<b>A1 Receipts</b>					
Donations	22,355	0	0	22,355	16,178
Bank interest	9	0	0	9	26
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total (Gross income for AR)</b>	<b>22,364</b>	<b>0</b>	<b>0</b>	<b>22,364</b>	<b>16,204</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>22,364</b>	<b>0</b>	<b>0</b>	<b>22,364</b>	<b>16,204</b>
<b>A3 Payments</b>					
Energy top-ups	49	0	0	49	304
Food purchases	7,719	0	0	7,719	3,476
Christmas Hampers	1,265	0	0	1,265	1,186
Telecoms	164	0	0	164	150
Stationery, printing, postage	187	0	0	187	200
Premises	900	0	0	900	240
Equipment	55	0	0	55	75
Insurance	84	0	0	84	84
Other	0	0	0	0	1
<b>Sub total</b>	<b>10,423</b>	<b>0</b>	<b>0</b>	<b>10,423</b>	<b>5,717</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	0
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>10,423</b>	<b>0</b>	<b>0</b>	<b>10,423</b>	<b>5,717</b>
<b>Net of receipts/(payments)</b>	<b>11,941</b>	<b>0</b>	<b>0</b>	<b>11,941</b>	<b>10,487</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>24,767</b>	<b>0</b>	<b>0</b>	<b>24,767</b>	<b>14,280</b>
<b>Cash funds this year end</b>	<b>36,708</b>	<b>0</b>	<b>0</b>	<b>36,708</b>	<b>24,767</b>



Receipts and payments accounts

CC16a

For the period from	01/04/2020	To	31/03/2021
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Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	9,320	0	0
	Reserve account	27,270	0	0
	Petty Cash	118	0	0
	<b>Total cash funds</b>	<b>36,708</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			LUCY COLKE	20/5/21