

# 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 Cocke*

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>



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 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>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		LUCY COLKE	20/5/21	