

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 Donalda 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 31st 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: 14th 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 £
A1 Receipts					
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
Sub total (Gross income for AR)	15,220	0	0	15,220	22,364
A2 Asset and investment sales, (see table).					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total receipts	15,220	0	0	15,220	22,364
A3 Payments					
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
Sub total	16,403	0	0	16,403	10,423
A4 Asset and investment purchases, (see table)					
	0	0	0	0	0
	0	0	0	0	0
Sub total	0	0	0	0	0
Total payments	16,403	0	0	16,403	10,423
Net of receipts/(payments)	-1,182	0	0	-1,182	11,941
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	36,708	0	0	36,708	24,767
Cash funds this year end	35,526	0	0	35,526	36,708



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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 £
B1 Cash funds	Current account	8,274	0	0
	Reserve account	27,273	0	0
	Petty Cash	-21	0	0
	Total cash funds	35,526	0	0
	(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
			Lucy COOKE	14/7/22