

## **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 : 

Full name : LUCY COCKE

Position : SECRETARY

Date: 22.6.23



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Swanage Food Bank

1185288

## Receipts and payments accounts

CC16a

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</b> (Gross income for AR)	<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>
<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>35,526</b>	<b>0</b>	<b>0</b>	<b>35,526</b>	<b>36,708</b>
<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>



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## Receipts and payments accounts

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For the period  
from

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To

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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 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
<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 COCKE	22.6.23