

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 :  .

Full name : IAN CHARLES BANDY

Position : TREASURER

Date: 16/7/24



CHARITY COMMISSION
FOR ENGLAND AND WALES

Swanage Food Bank

1185288

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

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 - 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
Sub total (Gross income for AR)	£20,612	£0	£0	£20,612	£24,134
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	£20,612	£0	£0	£20,612	£24,134
A3 Payments					
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
Sub total	£25,493	£0	£0	£25,493	£22,702
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	£25,493	£0	£0	£25,493	£22,702
Net of receipts/(payments)	-£4,881	£0	£0	-£4,881	£1,432
A5 Transfers between funds	£0	£0	£0	£0	£0
A6 Cash funds last year end	£36,958	£0	£0	£36,958	£35,526
Cash funds this year end	£32,076	£0	£0	£32,076	£36,958



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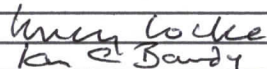
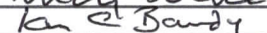
To

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
	Total cash funds	£32,076	£0	£0
	(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
	LUCY COLCKE	16/7/24
	IAN BANDY	16/7/24