



## Trustees' Annual Report for the period

From 01 January 2023 Period start date To 31 Dec 2023 Period end date

Charity name: The Meon Valley Food Bank

Charity registration number: 1190417.

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The Meon Valley Food Bank is a church led, community focused project that provides emergency food and toiletries to local people in crisis, throughout the Meon Valley.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>We provide weekly deliveries of food and toiletries to individuals and families referred to us who are in immediate, short term or long term financial hardship. We also direct clients to further sources of help if required</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have had regard to the guidance on public benefit provided by the Charity Commission</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>The Charity has a formal policy agreed by the Trustees that determines the scope of any grant making</b>
Policy on social investment including program related investment	Para 1.38	<b>Not relevant</b>
Contribution made by volunteers	Para 1.38	<b>We are staffed by volunteers who regularly offer one or two mornings a week to receive the donations of food gathered by the local community; prepare the deliveries of food and deliver it across the Meon Valley</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Demand for our service remains at a very high level with fuel and food prices exacerbating an already difficult situation for many.</b></p> <p><b>The move to the Wickham Community Centre continues to be a huge success where the improved facilities we enjoy enables us to provide support to more families.</b></p> <p><b>The Meon Valley is a largely rural environment with scattered villages and a few small towns. During the Covid restrictions we began a home delivery service which was essential as many clients could not leave their homes. We have continued this service which now accounts for around 70% of our food parcel distribution. We are being asked to support families across a much wider geographic area than in previous years.</b></p> <p><b>Families are referred to us by a wide range of social care organisations. We keep these referrals under regular review with the agency to ensure we continue to meet the needs of families without creating dependency.</b></p> <p><b>We supply each family with seven days' worth of tinned and packaged food which calls for significant levels of donations to support this. This volume of food cannot be collected without a vehicle which is another reason for the importance of home delivery.</b></p> <p><b>A tangible benefit of our work is seen in the relief, thankfulness and often tears of our clients. We are thrilled when families no longer require our help.</b></p> <p><b>The community has fully engaged in supporting our efforts. Individuals, local organisations, churches and local businesses all contribute food to support our needy families. Donations from individuals have declined over the period for various reasons including cost of</b></p>

		<p>living pressures but we have been able to make up shortfalls by buying in food items when needed.</p> <p>Several local supermarkets support us with food “drop-off” points.</p> <p>We are part of an informal network of food banks locally and work together to share any/occasional surpluses with those, particularly in cities, whose needs are greater than ours.</p> <p>At Christmas we worked with local schools to provide a free school meal supplementary service during the holiday period. The take up from families required significant investment of time and money to meet the demand.</p> <p>The Volunteer team has been strengthened with the recruitment of several new team members.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>We have exceeded all objectives set as we have coped with huge demands without a break in our service</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>We do not formally fund raise as our profile locally ensures that we continue to receive significant cash donations. We do, however, encourage donors to set up regular financial donations and also to complete a Gift Aid form, where appropriate.</b>
Investment performance against objectives	Para 1.41	<b>Not relevant</b>

#### **Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	<b>Cash at bank on 31/12/2023 was £73,053</b>
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Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>In order to manage the increasing complexity of the food bank operations we intend to hire a paid Food Bank Manager. We anticipate that the salary for such an individual could be in the region of £15,000. In addition we will need to provide a computer and phone at a one-off cost of approximately £750.</b>
Amount of reserves held	Para 1.22	<b>£40,000</b>
Reasons for holding zero reserves	Para 1.22	<b>Not relevant</b>
Details of fund materially in deficit	Para 1.24	<b>Not relevant</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>The charity is in good financial shape and is well supported by donors and volunteers. There are no uncertainties about the charity continuing as a going concern.</b>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Funds are generated from both one-off and regular donors and one-off gifts from businesses</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>Not relevant</b>
A description of the principal risks facing the charity	Para 1.46	<b>Operationally we rely on the continuation of food and cash donations to meet our needs and the goodwill of volunteers. There are no signs of problems occurring in any of these areas.</b>
Other		

## **Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Charitable Incorporated Organisation-Foundation Structure</b>

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees are appointed after a review of their suitability by all other Trustees. Church affiliation is a key selection issue.</b>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Trustees have established policies to cover Volunteer recruitment and training, Health and Safety, Safeguarding and GDPR. These policies are subject to annual review. Any new Trustee would be taken through these policies on joining</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>The charity is overseen by Trustees. The day to day operation of the Food Bank is overseen by a Management Committee comprising both Members and non-voting Associates. The current Committee comprises: Chairman - Trustee Operations Manager - Trustee Treasurer – Trustee Churches Representative - Trustee Administrator - Associate Secretary - Associate</b>
Relationship with any related parties	Para 1.51	<b>Linked with local churches and supported by a wide range of Referral Agents such as Citizens Advice, housing associations, schools and other social support organisations</b>
Other		

### **Reference and Administrative details**

Charity name	The Meon Valley Food Bank
Other name the charity uses	
Registered charity number	1190417.
Charity's principal address	WICKHAM COMMUNITY CENTRE MILL LANE WICKHAM PO17 5AL

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Michael Salter	Advisor		
2	Jane Perrott	Operations Manager		
3	Andrew Hallam	Treasurer		
4	David Proud	Churches Rep.		
5	Ann Thomas	Chair	12/09/23 to present	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not relevant
Name and objects of the charity on whose behalf the assets are held and how this	Not relevant

falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<b>Not relevant</b>

### **Additional information (optional)**

#### **Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

#### **Name of chief executive or names of senior staff members (Optional information)**

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### **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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### **Other optional information**

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew Geoffrey Hallam	Ann Margaret Thomas
Position (eg Secretary, Chair, etc	Treasurer	Chair
Date	10/06/2024	10/06/2024





## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

The Meon Valley Food Bank

On accounts for the year  
ended

31<sup>st</sup> December 2023

Charity no  
(if any)

1190417

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and basis  
of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's  
statement

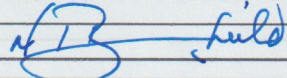
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:



Date:

5 JUNE 2024

Name:

Nigel Barnfield

Relevant professional  
qualification(s) or body (if  
any):

ACIB.

Address:

8 WARDSWORTH CROSS

BISHOPS WATTHAM

SOUTHAMPTON SO32 1RT





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Meon Valley Food Bank

1190417

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2023

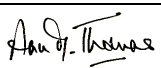

To

31/12/2023

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
	44,205	-	-	44,205	36,865
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	44,205	-	-	44,205	36,865
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	44,205	-	-	44,205	36,865
<b>A3 Payments</b>					
Rent	6546.30	-	-	6,546	6,246.00
Phone top up cards	189.00	-	-	189	144.00
Food bank items	25492.26	-	-	25,492	15,741.47
Website fees	0.00	-	-	-	100.80
Equipment	888.51	-	-	889	696.69
Miscellaneous	378.49	-	-	378	189.71
Insurance	437.62	-	-	438	396.04
Donations given	2000.00	-	-	2,000	7,275.00
Gifts for clients	674.97	-	-	675	708.73
Zoom	0.00	-	-	-	71.95
Building work	19.00	-	-	19	0.00
<b>Sub total</b>	36,626	-	-	36,626	31,570
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	36,626	-	-	36,626	31,570
<b>Net of receipts/(payments)</b>	7,579	-	-	7,579	5,295
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds brought forward</b>	66,028	-	-	66,028	60,733
<b>Cash funds this year end</b>	73,607	-	-	73,607	66,028

## 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>	bank balance	73053	-	-
	petty cash	420	-	-
	Paypal account	134	-	-
	<b>Total cash funds</b>	<b>73,607</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<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)
	donated food	unrestricted	-	6,000
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<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
			Ann Thomas	04/06/2024
			Andrew Hallam	01/06/2024