



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01-06-23 To 31-05-24

Charity name: Lancing and Sompting Churches Food Bank

Charity registration number: 1190449

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The relief of poverty through the provision of a Food bank
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	Soliciting donations of food and money to buy food from the local community. This is distributed to those in need in Lancing and Sompting.  We also provide vouchers from the Fuel Bank Foundation to those in fuel need.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Due to our financial position being strong we have made a grant to a local school holiday club to fund meals and secured funding to support young carers. We made a contribution to setting up a debt support / counselling scheme (CAP).  We have supported efficient fuel use through provision of Air fryers, heated blankets and slow cookers. We have fully funded a local project, Space At The Table, to provide meals for families over the school summer holidays.
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	The Food Bank is completely reliant on the support of around 26 volunteers who give freely of their time. Roles include organisation and distribution of food, financial management, fund raising, advertising, communication, networking and IT support.
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>The current national economic picture has continued to have a high demand for the services of the foodbank.</p> <p>Whilst donations of food have fallen our financial reserves have been used to ensure food supplies continue.</p> <p>We have been able to continue a limited fresh food provision often using locally grown food donated by an allotment society on our distribution days.</p> <p>We remain part of the National Fuel Bank helping people heat their homes and cook food. We have been creative in supporting families to cook and keep warm efficiently.</p> <p>We have actively engaged with other local charities and co-ordinated our work with other food banks and local council provision.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	We have a member of the Food bank team entirely focussed on fundraising. She has been extremely successful in attracting additional funds from a range of sources.
Investment performance against objectives	Para 1.41	

Other		The Food Bank receives non-monetary resources in the form of regular supplies of donated food from members of the public & local organisations. The donated food is distributed directly to those in need as per the objects of the charity. In addition, the functioning of the Food Bank relies largely on volunteers donating their time.
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The end of year balance is judged to be sufficient to continue the operation well into the new financial year even if support from the local community were to drop off.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We aim to maintain a cash reserve to cover a minimum of three months food bank operation. Presently, that equates to around £25,000.
Amount of reserves held	Para 1.22	£39,121
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	At this stage the trustees judge that there are no significant risks likely to affect the continuation of the Food Bank.

## 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	Public donations.  Donations from grant awarding organisations e.g. Lancing and Sompting Lions Club, Lancing Parish Council, West Sussex County Council, the Sussex Community Foundation and Sompting Big Local.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Both our principal stores and distribution points rely on goodwill arrangements.  We do not consider either arrangement to be threatened but we do need to be aware that this is a potential risk should circumstance change.

		<p>There have been some minor changes to the spaces available to us in Lancing. On balance this has benefitted us in that it enabled us to offer a more discreet service to our visitors.</p> <p>We enjoy a good relationship with Lancing Parish Council.</p> <p>We have excellent provision at the Harriet Johnson Centre in Sompting and a strong and productive relationship with the Parish Council.</p> <p>We are dependent on volunteers for almost all of our operation. Our volunteer base is strong and there is a steady influx of new volunteers allowing for succession as well as easing the load.</p>
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>CIO</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	Elected by members

### 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	Volunteer Policy: Includes sections covering recruitment, selection, induction, supervision and support, training and safeguarding.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Networking is largely through the AW Food Partnership.  We continue to network with local churches, schools and voluntary organisations e.g. Lancing and Sompting Lions Club, Lancing Recycling, Electric Storm Youth.  We have a good relationship with Christians Against Poverty.
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Lancing and Sompting Churches Food Bank
Other name the charity uses	
Registered charity number	1190449
Charity's principal address	Lancing Tabernacle Church 105 North Road Lancing

**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	Mark Deacon	Co-ordinator		Members
2	Peter Johnston			
3	Judy Bowers			
4	Nick Munday			
5	Simon Markwick			
6	Jonathan Gyll			
7	Laura Upward			
8	Linda Deacon	Treasurer		
9				
10				
11				
12				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**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)	Mark Deacon	Nick Munday
Position (eg Secretary, Chair, etc)	Co-ordinator	Trustee

Date 20<sup>th</sup> August 2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Lancing & Sompington Churches Food Bank**

No (if any)  
**1190449**

**CC16a**

## Receipts and payments accounts

For the period from	Period start date 01/06/2023	To	Period end date 31/05/2024
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### 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>					
General donations	32,100	-	-	32,100	25,859
Donations for Fuel hardship		390	-	390	1,940
Donations for Paid support		3,130	-	3,130	13,800
Gift Aid	2,535		-	2,535	1,667
Donation for SATT			-	-	2,000
Donations for volunteer events		300	-	300	336
Donation for Young Carers		3,920	-	3,920	
				-	
Donations for volunteer events	-		-	-	
<b>Sub total (Gross income for AR)</b>	<b>34,635</b>	<b>7,740</b>	<b>-</b>	<b>42,375</b>	<b>45,602</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>34,635</b>	<b>7,740</b>	<b>-</b>	<b>42,375</b>	<b>45,602</b>
<b>A3 Payments</b>					
Food & Food vouchers	20,358		-	20,358	19,868
Fuel Hardship		792	-	792	1,407
Paid Support		8,217	-	8,217	6,782
ICT	875		-	875	886
Resources	676		-	676	528
Insurance	181		-	181	181
SATT Meals project	2,000	-	-	2,000	2,000
Young Carers project		500		500	
Other (training & admin)	4		-	4	204
CAP scheme	500			500	
Sompington Messy Church Food	500			500	
Volunteer events	7		-	7	350
<b>Sub total</b>	<b>25,101</b>	<b>9,509</b>	<b>-</b>	<b>34,610</b>	<b>32,206</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Storage equipment	-	-	-	-	
	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>25,101</b>	<b>9,509</b>	<b>-</b>	<b>34,610</b>	<b>32,206</b>
<b>Net of receipts/(payments)</b>	<b>9,534</b>	<b>- 1,769</b>	<b>-</b>	<b>7,765</b>	<b>13,396</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>22,438</b>	<b>8,918</b>	<b>-</b>	<b>31,356</b>	<b>17,960</b>
<b>Cash funds this year end</b>	<b>31,972</b>	<b>7,149</b>	<b>-</b>	<b>39,121</b>	<b>31,356</b>



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	Community Account	31,972	7,149	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	31,972	7,149	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
	Mark Deane	MARK DEANE	20/8/24

## Independent Examiner's Report

Examiner:

Edward Richard Gill FCCA.

Fellow member of the Chartered Association of Certified Accountants who holds a current Practising Certificate.

I am acting in a completely independent capacity.

I confirm that I have read and understood the Charity.

Commissioners' directions and guidance with regard to independent examinations.

Appointment:

I have accepted an invitation to act as independent examiner.

Accounts to be examined:

Period 1st June 2023 to 31st May 2024.

Accounting basis: Receipts and payments.

Gross income: £42,375.

Guidance: In accordance with the Charity Commission's Guidance document: '*Independent examination of charity accounts: Guidance for Trustees*', last updated 14/07/2021.

Examination findings:

- Proper accounting records have been kept.
- The accounts for the period accord with the accounting records.
- There are no matters arising of material significance.
- The accounts, in Charity Commission prescribed format, have been checked and found to be in a state ready to be submitted to the Charity Commission with the TAR.
- The persons, appointed by the Trustees to maintain the books and records, are aware that three categories of submission, as listed below, must be made within 10 months of the year-end.

Charity Commission submission requirement:

- Annual accounts in prescribed form CC16a (XLS)
- Trustees' Annual Return (PDF)
- Independent Examiner's report (PDF)

Signed: Edward Richard Gill FCCA

Dated: 21/08/2024

