



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 06 Apr 20

Period start date To 05 Apr 21

Period end date

Charity name: Newquay Foodbank

Charity registration number: 1190483

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The relief of financial hardship for the public benefit, by distributing food to people in need due to lack of funds, leading to food crisis.</p> <p>Additionally signposting on to referral agencies, to alleviate the underlying cause of food poverty.</p>
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	<p>Foodbank sessions run out of 3 venues:</p> <ul style="list-style-type: none">- St Michaels Church, Newquay- St Columb Minor church - St Columb Major church. <p>Food parcels are distributed at these sessions to clients directed to NFB by referral agencies or to individuals who find themselves at the immediate point of need.</p> <p>In the latter case these individuals are then referred on to correct agencies for support.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Charity Commission guidance issued to Trustees including CC3.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	NFB does not give grants to individuals or organisations.
Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	<p>NFB is led by a board of Trustees of 5 dedicated individuals with varying skill backgrounds.</p> <p>The volunteer base is approximately 80 volunteers split between 8 different teams, dependant on their interests, skills and experience. Each team is led by a lead volunteer who has oversight of all activities within that team and reports to the Operations Manager (the only part-time paid member of staff within the Charity) who reports to the board of trustees.</p>
Other	SORP reference	One part time paid member of staff at 20hrs a week. Funded through grants.

Achievements and Performance

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>Over the course of the year the NFB has supported 3968 people with a food parcel giving 3 meals a day for 3 days. In addition to this each individual has received a fresh food parcel containing bread, milk fruit and veg to sustain a healthy diet. This is equivalent to 35,712 meals.</p> <p>Beyond this we have worked with other charities to supply additional specific parcels for those housed during the pandemic period including Kettle boxes And Homeless packs as requested by agencies or council.</p> <p>We have this year joined the Trussell Trust which is the National network of foodbanks allowing us to access vital resources, training and funding to better place us to support the community. Giving the NFB a voice on the national level to target the root cause of food poverty.</p> <p>Due to the increased workload directly caused by the pandemic the NFB applied and successfully received grants enabling the employment of a part-time Operations Manager to remove some of the oversight roles placed on the key volunteers and Trustees board.</p> <p>A further grant enabled the purchase of a van to take the strain of volunteers vehicles in the collection and distribution of food around the community and 3 sites from which we operate.</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	<p>NFB aimed to continue services throughout the pandemic unhindered by loss of volunteers and a large growth in the amount of individuals and families who require our support.</p> <p>Throughout this year not a single session has been cancelled and one site has been relocated to a bigger venue to ensure increase in demand can be supported at all levels.</p>
Performance of fundraising activities against objectives set	Para 1.41	The fundraising team have beat all expectations to provide essential funding not only for our core purpose of providing food to those who need it, but also supplying funding for the key employee placement and the purchase of the van that have both been vital in the achievement of the charities aims.
Investment performance against objectives	Para 1.41	N/A
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The charity is in a strong position going into the new FY, we have funds placed aside through our reserves policy, for both a big build project expected at St Michaels and to cover all other standard expenses such as wages, vehicle maintenance and food reserve should other funding avenues dry up.</p> <table><tr><th colspan="2">Income / Expenditure</th></tr><tr><td>Total Start of year balance</td><td>£ 17,997.87</td></tr><tr><td>2020/2021 FY Income</td><td>£ 112,668.50</td></tr><tr><td>2020/2021 FY Expenditure</td><td>£ 51,169.13</td></tr><tr><td>Total remaining income</td><td>£ 79,497.24</td></tr></table>	Income / Expenditure		Total Start of year balance	£ 17,997.87	2020/2021 FY Income	£ 112,668.50	2020/2021 FY Expenditure	£ 51,169.13	Total remaining income	£ 79,497.24
Income / Expenditure												
Total Start of year balance	£ 17,997.87											
2020/2021 FY Income	£ 112,668.50											
2020/2021 FY Expenditure	£ 51,169.13											
Total remaining income	£ 79,497.24											

Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<table><tr><th colspan="2">Remaining income distribution</th></tr><tr><td>Reserve Funds</td><td>£ 4,600.03</td></tr><tr><td>Bank restricted funds</td><td>£ 30,265.20</td></tr><tr><td>Bank unrestricted funds</td><td>£ 42,970.82</td></tr><tr><td>Cash Tins</td><td>£ 1,661.19</td></tr><tr><td>Total remaining income</td><td>£ 79,497.24</td></tr></table>	Remaining income distribution		Reserve Funds	£ 4,600.03	Bank restricted funds	£ 30,265.20	Bank unrestricted funds	£ 42,970.82	Cash Tins	£ 1,661.19	Total remaining income	£ 79,497.24					
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Total remaining income	£ 79,497.24																		
Restricted funds held at this time include funding for the following:																			
<table><tr><th colspan="2">Bank restricted fund distribution</th></tr><tr><td>St Columb Major running costs</td><td>£ 1,008.25</td></tr><tr><td>Vehicle Maintenance</td><td>£ 3,263.91</td></tr><tr><td>WRAP Grant</td><td>£ 2,328.61</td></tr><tr><td>St Michaels project</td><td>£ 11,009.00</td></tr><tr><td>Salary 21/22</td><td>£ 11,650.00</td></tr><tr><td>Kettle Packs</td><td>£ 1,000.00</td></tr><tr><td>Other grant expenditure</td><td>£ 5.43</td></tr><tr><td>Total restricted funds</td><td>£ 30,265.20</td></tr></table>		Bank restricted fund distribution		St Columb Major running costs	£ 1,008.25	Vehicle Maintenance	£ 3,263.91	WRAP Grant	£ 2,328.61	St Michaels project	£ 11,009.00	Salary 21/22	£ 11,650.00	Kettle Packs	£ 1,000.00	Other grant expenditure	£ 5.43	Total restricted funds	£ 30,265.20
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<table><tr><th colspan="2">Bank unrestricted fund distribution</th></tr><tr><td>St Michaels project (ring fenced)</td><td>£ 13991.00</td></tr><tr><td>Christmas Giving (ring fenced)</td><td>£ 5000.00</td></tr><tr><td>Remaining unrestricted funds</td><td>£ £23,979.82</td></tr><tr><td>Cash Tins</td><td>£ 1,661.19</td></tr><tr><td>Total unrestricted funds</td><td>£ 44,632.01</td></tr></table>		Bank unrestricted fund distribution		St Michaels project (ring fenced)	£ 13991.00	Christmas Giving (ring fenced)	£ 5000.00	Remaining unrestricted funds	£ £23,979.82	Cash Tins	£ 1,661.19	Total unrestricted funds	£ 44,632.01						
Bank unrestricted fund distribution																			
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Remaining unrestricted funds	£ £23,979.82																		
Cash Tins	£ 1,661.19																		
Total unrestricted funds	£ 44,632.01																		
<p>St Michaels is the largest session run by the NFB and has now outgrown its current setting. A build project has been planned and is in the delivery stage for moving the NFB session down into a newly converted basement allowing much more versatility in the way the charity support their clients.</p> <p>Christmas Giving project is a project run annually that goes hand in hand with our December Foodbank sessions, were clients are given extra Christmas items to supplement their food parcels. This includes mince pies, seasonal fruit and veg and Christmas goodies.</p> <p>Paid employee – money set aside from NFB funds to safeguard the future of this position were grants not available. Should grants be accessed these reserve funds would be reallocated to core business.</p> <p>Reserve funds – The NFB operates a 3-month reserve fund based on the average expenses incurred over that</p>																			
		<p>period to safeguard the charities core business against a sudden and unexpected loss of all income or a surge in requirement.</p> <p>Van Maintenance – this fund is set aside to pay for routine and unexpected maintenance of the now vital NFB van.</p>																	
Amount of reserves held	Para 1.22	<p>Reserve funds £4600.03</p> <p>Restricted funds £30,265.20</p>																	

Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A Charity is in a strong position and sadly very much still needed by the community.

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	<p>Income is made up from grants, donations, and collections.</p> <p>The primary source in the 20/21 FY was grants. This is mainly due to the inability to hold fundraising events.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<p>Loss of volunteers due to national pandemic. Mitigated by a large volunteer base who are able to backfill shortages as they occur.</p> <p>Inability to purchase food during the height of the pandemic due to national shortage. Was combated through the development of relationships with Morrisons who put aside essential food items to ensure that the food parcels could always be created and distributed according to need.</p> <p>Risk to surge in demand due to national pandemic. Mitigated again through the increased activity of the fundraising team and closer working relationships with local businesses.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
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Type of governing document (trust deed, royal charter)	Para 1.25	Constitution reviewed annually
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
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	<p>Separate Trustee recruitment policy in place with initial application and interview direct with the Chair.</p> <p>Volunteers for the board of Trustees are then invited to a trustee meeting where suitability and experience are assessed alongside the needs of the board.</p> <p>Recruitment on to the board of Trustees is via vote of current Trustees subject to completed background checks.</p>

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	<p>Policies in place in accordance with the NFB constitution and trustees recruitment policy.</p> <p>Full induction given of all areas of Foodbank operation.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The NFB is a member of the Trussell Trust the National Network of Foodbanks.</p> <p>At a charity level the NFB is run by a board of currently 5 trustees (Min 3) who oversee all strategic level operation.</p> <p>The day-to-day activity of the NFB is run by the one paid Operations Manager who oversees 8 teams covering all Operational aspects of the Foodbank.</p> <p>Volunteers split amongst these teams in accordance with their experience, interest and skills.</p>
Relationship with any related parties	Para 1.51	<p>NFB works closely with referral agencies and charities across Cornwall such as schools, doctors, job centres, CAB to ensure that clients are supported directly through a laid-out plan with the aim of helping them back to financial independence.</p> <p>New referral agencies are welcome at any stage.</p>
Other		

Reference and Administrative details

Charity name	Newquay Foodbank
Other name the charity uses	N/A
Registered charity number	1190483
Charity's principal address	3 Lergh Kosti Nansledan Newquay TR8 4GW

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	Clare Anderson	Chair	Whole year	Trustee Board
2	Steph Carlyon	Secretary (20/21) / Vice-Chair(fm Nov 21)	Whole Year	Trustee Board
3	Rebecca Jackson	Treasurer	Whole Year	Trustee Board
4	Graham Smith	Trustee	Departed April 21	Trustee Board
5	Louise Houlton	Trustee	Departed April 21	Trustee Board
6	Ian Burton	Incoming Secretary	Joined Nov 21	Trustee Board
7	Claire North	Incoming Trustee	Joined Nov 21	Trustee Board

(Min 3 trustees according to constitution)

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

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

Additional information (optional) **Names and addresses of advisers (Optional information)** Type of Name Address adviser

Ind. Exam	Dawn Newnham	39 Tredour Road Newquay TR7 2EY

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

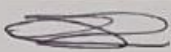
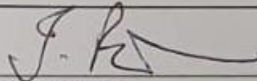
Other optional information

N/A

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)	Steph Carlyon	Ian Burton
Position (eg Secretary, Chair, etc)	Vice-Chair	Secretary
Date	15 Dec 21	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Newquay Food Bank

No (if any)
1190483

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2020

To

Period end date
05/04/2021

Section A Receipts and payments

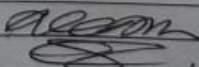
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grant		66,032	-	66,032	2,448
Donation	35,696	4,600	-	40,296	14,233
Collection	252		-	252	10,926
Refund	22		-	22	
Interest		0	-	0	-
Gift Aid	2,654			2,654	780
Fundraising Christmas Giving Appeal		3,412		3,412	2,000
				-	-
Sub total (Gross income for AR)	38,624	74,045	-	112,669	30,387
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	38,624	74,045	-	112,669	30,387
A3 Payments					
Vehicle		1,712	-	1,712	
Food Purchases- Shelf	773	7,239	-	8,012	6,870
Food Purchases - Fresh	1,669	4,485	-	6,154	3,326
Employee Expenses / Salary		4,992	-	4,992	
Volunteer Expenses	696	2,772	-	3,468	1,874
Christmas Giving Project	50	3,412	-	3,462	1,973
Storage	520	1,739		2,259	
Stationary & Print	47	1,193		1,239	281
Training		800		800	
Clothing		787		787	614
Crisis Fund		761		761	520
Phone	163	343		506	271
PPE/Sanitation		499		499	
Running Costs	72	364		436	
Insurance		269		269	269
Toiletries		254		254	
Fundraising	18	208	-	226	332
Promotion		70		70	46
Other		50		50	
Cash Loss	20			20	
Refund	15			15	
Sub total	4,043	31,947	-	35,990	16,377
A4 Asset and investment purchases, (see table)					
Vehicle	-	8,000	-	8,000	
Session Equipment	430	3,068		3,497	298
IT Equipment		3,078		3,078	
Office Equipment		604		604	
Sub total	430	14,749	-	15,179	298
Total payments	4,473	46,697	-	51,169	16,675
Net of receipts/(payments)	34,151	27,348	-	61,499	13,712
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,481	7,517	-	17,998	4,286
Cash funds this year end	44,632	34,865	-	79,497	17,998

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	Bank Balance	42,971	30,265	-
	Cash Box 1	200	-	-
	Cash Box 2	300		
	Cash Box 3	356		
	Cash Box 4	411		
	Cash Box 5	89		
	Cash Box 6	90		
	Cash Box Main	215		
	Reserve Funds		4,600	-
	Total cash funds	44,632	34,865	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use				
	Motor vehicles		8,000	-
	Computers and other office equipment;		3,682	-
	Furniture, fixtures and fittings		3,497	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

Rebecca Jackson

Steph Carlyon

Date of approval

02/02/2022

02/02/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Newquay Food Bank

On accounts for the year
ended

05 April 2020

Charity no
(if any)

1190483

Set out on pages

1,2

(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 05 / 04 / 2020.

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:

DB Mounham

Date:

31 Jan 2021 *DBW*

Name:

Dawn Newnham

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

Address:

39 Tredour Road, Newquay, Cornwall TR7 2EY

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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