



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 06 April 21 Period start date To 05 April 2022 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	NFB is led by a board of Trustees of 7 dedicated individuals with varying skill backgrounds. The volunteer base is approximately 90 volunteers split between 7 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 (currently the only part-time paid member of staff within the Charity) who reports to the board of trustees.
Other		One part time paid member of staff at 24hrs a week which is funded through grants. The trustees are currently recruiting for a Finance and Admin Officer to work 16 hours a week which will take a huge amount of work and pressure off the Operations Manager and volunteers.

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>Over the course of the year the NFB has supported 3747 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 33,723 meals.</p> <p>We have supplied additional specific parcels for those housed during the pandemic period including Kettle boxes And Homeless packs as requested by agencies or council.</p> <p>In 2020 we 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>

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>This is also true of the current climate, NFB has seen a large increase in clients due to the cost of living crisis and has continued to support everyone throughout this, especially over the Christmas period.</p> <p>Throughout this year only one session has been cancelled due to the red weather warnings of storm Eunice as the advice given was to stay inside from a safety point of view.</p> <p>The site at St Michaels has undergone renovation in order to create more space for stock, packing and clients. There is the opportunity for clients to sit and have a hot drink.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>The fundraising team have done a fantastic job to provide essential funding for our core purpose of providing food to those who need it. We have received grants from the Trussell Trust as well as donations from local clubs, holiday parks, shops, restaurants, residents' associations, Boardmasters Festival, Newquay Town Council and more.</p>
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

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.

Year Overall	Amount
Total Start of year balance	£79,497.24
Income	£65,790.90
Expenditure	£61,650.39
Closing Balance	£83,637.75

Employee Salary	£ 13,394.83
St Michaels Project	£ 11,141.72
Food Fresh	£ 7,574.00
Food Shelf	£ 8,029.00
Storage	£ 3,380.00
Employee Expenses	£ 2,628.41
Christmas Giving	£ 2,120.00
Kettle Pack	£ 1,975.52
Volunteer Expenses	£ 1,924.96
Vehicle	£ 1,283.49
Clothing	£ 1,156.80
IT Equipment	£ 1,098.00
Phone	£ 1,037.92
Insurance	£ 966.42
Running Costs	£ 632.39
Unpaid cheque	£ 613.91
Crisis Fund	£ 485.30
Repay Cash Loan	£ 460.00

		Equipment	£ 421.90
		Training	£ 372.65
		Fundraising	£ 370.80
		PPE/Sanitation	£ 174.14
		Toiletries	£ 167.31
		Stationary & Print	£ 151.83
		Pet food	£ 49.81
		Promotion	£ 39.00
			<hr/> £ 61,650.11 <hr/>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>Reserve funds – The NFB operates a 3-month reserve fund based on the average expenses incurred over that 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	Reserve funds £4600.03	
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	

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 21/22 FY was grants. This is mainly due to the inability to hold fundraising events.</p>
		N/A

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	Risk to surge in demand due to cost of living and housing crisis. Mitigated again through the increased activity of the fundraising team and closer working relationships with local businesses.
Other		

Structure, Governance and Management

Description of charity's trusts:		
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 6 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	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

		<p>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	29 Stret Ewyn, Nansledan, Newquay, TR8 4GS

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	Stepped down October 22	Trustee Board
	Clare Anderson	Treasurer	November 22	
2	Felicity Hayes	Secretary	Whole year	
3	Rebecca Jackson	Treasurer	Departed March 2022	
4	Claire North	Trustee	Whole year	
5	Tracey Wood	Trustee	Whole year	
6	Louis Gardener	Trustee	Whole year	
7	Jon Goodman	Trustee	Whole year	
8	Leanne Barlow	Trustee	Joined October 2022	
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	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 adviser	Name	Address
Ind Exam		

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)	<i>Clare Anderson</i>	<i>FH</i>
Full name(s)	CLARE ANDERSON	FELICITY HAYES
Position (eg Secretary, Chair, etc)	TREASURER	SECRETARY
Date	26.1.23	



Receipts and payments accounts

CC16a

For the period
from

06/04/2021

To

05/04/2022

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					
Grants		40,559	-	40,559	66,032
Donations	25,100	-	-	25,100	40,296
Collections	131	-	-	131	252
Interest	-	-	-	-	-
Refunds	-	-	-	-	-
Gift Aid	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,231	40,559	-	65,790	106,580
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,231	40,559	-	65,790	106,580
A3 Payments					
Employee Salary	5,654	7,741	-	13,395	4,992
St Michael's Project	-	11,142	-	11,142	-
Food Fresh	7,574	-	-	7,574	6,154
Food Shelf	8,029	-	-	8,029	8,012
Storage	3,380	-	-	3,380	2,259
Employee expenses	2,628	-	-	2,628	-
Christmas giving	-	2,120	-	2,120	3,462
Kettle Packs	-	1,976	-	1,976	-
Volunteer Expenses	1,925	-	-	1,925	3,468
Vehicle Costs	1,283	-	-	1,283	1,712
Phone	1,038	-	-	1,038	506
Insurance	966	-	-	966	269
Running costs	632	-	-	632	436
Unpaid cheque	614	-	-	614	-
Crisis Fund	485	-	-	485	761
Repay Cash Loan	460	-	-	460	-
Training	373	-	-	373	800
Fundraising	371	-	-	371	226
PPE/Sanitation	174	-	-	174	499
Toiletries	167	-	-	167	254
Stationary and Print	152	-	-	152	1,239
Pet Food	50	-	-	50	-
Promotion	39	-	-	39	70
Sub total	35,995	22,979	-	58,973	35,119
A4 Asset and investment purchases, (see table)					
Clothing	1,157	-	-	1,157	-
IT Equipment	1,098	-	-	1,098	3,078
Equipment	422	-	-	422	4,101
Sub total	2,677	-	-	2,677	3,078
Total payments	38,671	22,979	-	61,650	38,197
Net of receipts/(payments)	13,440	17,580	-	4,140	68,383
A5 Transfers between funds					
	-	-	-	-	-
A6 Cash funds last year end					
	44,632	34,865	-	79,497	-
Cash funds this year end	31,192	52,445	-	83,637	68,383

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	Cash Boxes	1,730	-	-
	Bank	77,308	-	-
	Reserve Funds		4,600	-
	Total cash funds	31,192	52,445	-
	(ignore balances with receipts and payments account(s))			
		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				
B5 Liabilities				

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

Signature

Print Name

Date of approval

[Signature]
Clare Anderson

FELICITY HAYES
CLARE ANDERSON

26/01/23
26.1.23



Section A

Independent Examiner's Report

Report to the trustees/
members of

Newquay Foodbank

On accounts for the year
ended

05 April 2022

Charity no
(if any)

1190483

Set out on pages

1,2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **05/04/2022**.

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

J Powers

Date:

26/1/23

Name:

J POWERS

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

Address:

13 Street Gwynn
Newquay
TR8 4GN

Only complete if the examiner needs to highlight 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.