



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **06 April 2023** Period start date To **05 April 2024**  
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"><li>• St Michaels Church, Newquay</li><li>• St Columb Minor Church</li><li>• St Columb Major Church.</li></ul> <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	
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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	<b>N/A</b>
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 100 volunteers spilt between 10 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 who reports to the board of trustees.</p>
Other		Two part time paid members of staff at 20hrs a week. Funded through grants.

## 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 6930 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 62,370 meals.</p> <p>Beyond this we have worked with other charities to supply additional specific parcels for those in need.</p> <p>We have now been a part of Trussell Trust for 4 years. We support their campaigns and initiatives and are able to utilise their support to enable better strategic planning and delivery of services. This gives the NFB a voice on the national level to target the root cause of food poverty.</p> <p>Due to the cost of living crisis the NFB applied and successfully received grants and donations to support the increased demand on the service.</p>

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	NFB aimed to continue services throughout the cost of living crisis and a large growth in the amount of individuals and families who require our support.
Performance of fundraising activities against objectives set	Para 1.41	The activity of the fundraising team was quieter than usual due to the larger grants received and change in personnel within the team.
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		<b>N/A</b>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Finances are in conjunction with the charities objectives. Reserves/Restricted funds are adequate and well controlled.</p> <p>It is foreseen financially that NFB will continue in accordance with its policies.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserve funds</b> – 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.
Amount of reserves held	Para 1.22	<p>Reserve funds £22,500</p> <p>Restricted funds £34,557</p>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</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	<p>Income is made up from grants, donations, and collections.</p> <p>The primary source in the 23/24 financial year was grants.</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<p>Reduction in supply of donated food and or funding for food/an abrupt or sustained increased need. Mitigated by better routing through reduced visits, emergency ration plan, seek funding to help address cost of living, increase in partnerships.</p> <p>Reduction in funding for salaried post or sustained staff absence. Mitigated by emergency back up staffing plan.</p> <p>Damage to reputation mitigated by regular training for staff and volunteers to ensure policies are enacted and planned external</p>

		information procedures.
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	Policies in place in accordance with the NFB constitution and trustees recruitment policy.
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>The chair of trustees has ultimate responsibility for the charity and oversees the current trust board and the employment of the operations manager.</p> <p>The trust board set the strategic direction for the charity and ensure that the day to day operation complies with the strategy set, policies and procedures and has oversight of all financial and employer responsibilities. Some day to day activity has been delegated to the operations manager and the finance and admin support worker. Due to the nature of the part time employment, trustees occasionally have to step in to a more operational role to support the employees.</p> <p>It is the role of the operations manager</p>

		and the chair of trustees to attend strategic meetings and other development work on behalf of NFB.
Relationship with any related parties	Para 1.51	<p>NFB is an organisation which is voucher lead and these vouchers are raised by referral agencies who are best placed to know a foodbank users individual situation. We understand we cannot be experts and cannot give advice such as benefits, housing etc, however we can work with the individual to signpost to their referral agent or other agencies who can support them.</p> <p>The aim of this is to ensure a person gets the right help from the right agency at the right time.</p> <p>We invite organisations to become a referral agent, however we set out clear guidance in line with Trussel Trust policy to ensure all agencies are issuing vouchers in as comprehensive way as possible.</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	St Michael's Church, St Michael's Road, Newquay, Cornwall, TR7 1RA

### 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	Richard Williams	Chair	Incoming 28 <sup>th</sup> Nov. 2023	Trustee Board
2	Grant Vigor	Treasurer	Incoming 28 <sup>th</sup> Nov. 2023	
3	Felicity Hayes	Secretary	Whole Year	
4	Claire North	Trustee	Whole Year	
5	Joseph Brook	Trustee	Incoming 5 <sup>th</sup> Sept. 2023	
6	Nicholas Appleby	Trustee	Incoming 5 <sup>th</sup> Sept. 2023	
7	Tyler Cross	Trustee	Incoming 20 <sup>th</sup> Feb. 2024	
8	Clare Anderson	Treasurer	Departed 28 <sup>th</sup> Nov. 2023	
9	Louis Gardener	Trustee	Departed 5 <sup>th</sup> Sept. 2023	
10	Jon Goodman	Trustee	Departed 5 <sup>th</sup> Sept. 2023	
11	Leanne Barlow	Trustee	Departed 5 <sup>th</sup> Sept. 2023	
12	Tracey Wood	Trustee	Departed 5 <sup>th</sup> Sept 2023	
13				
14				
15				
16				
17				
18				
19				
20				

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	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

#### 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)

Mike Bridges

Position (eg Secretary,  
Chair, etc)

Finance Administrator

Date



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Newquay Foodbank

No (if any)  
1190483

## Receipts and payments accounts

CC16a

For the period from	Period start date 06/04/2023	To	Period end date 05/04/2024
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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>					
Grants		114,896	-	114,896	81,441
Donations	48,267	-	-	48,267	58,730
Collections	3,261	-	-	3,261	425
Gift Aid	1,703	-	-	1,703	-
Bank Interest	673	-	-	673	95
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	53,904	114,896	-	168,800	140,691
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	53,904	114,896	-	168,800	140,691
<b>A3 Payments</b>					
Food-Fresh	11,662	8,000	-	19,662	28,529
Food-Shelf	4,710	41,450	-	46,160	30,022
Food-Christmas Giving	4,894	5,000	-	9,894	5,928
Kettle Packs	-	-	-	-	12,979
Storage	46	-	-	46	4,459
St Michaels Church Project	- 2,682	-	-	- 2,682	36,278
Client Sundries	71	-	-	71	2,184
Packaging Materials	463	-	-	463	2,055
Nappies	68	-	-	68	-
Employee Wages and Salaries	9,760	22,403	-	32,163	18,492
Employer's Pension	356	-	-	356	-
DBS Checks	72	-	-	72	-
C.A.B. Financial Inclusion	14,206	6,255	-	20,461	-
Training	6	2,000	-	2,006	-
Volunteer Expenses	234	830	-	1,064	3,127
Insurance	765	-	-	765	867
Vehicle Costs	800	-	-	800	1,134
Mileage/Parking	3,470	-	-	3,470	907
Printing	293	-	-	293	-
Stationery & Advertising	999	-	-	999	1,851
Computer & Software	456	-	-	456	-
Mobile Charges	1,238	-	-	1,238	1,116
Credit Card Charges	296	-	-	296	147
Professional Charges	-	2,320	-	2,320	-
Repairs and Renewals	1,190	-	-	1,190	1,100
Waste Collection	1,071	-	-	1,071	714
Cleaning costs	462	-	-	462	76
Health & Safety	636	-	-	636	-
Subscriptions	1,048	-	-	1,048	-
Clothing Costs	72	-	-	72	638
Refreshments	309	-	-	309	15
Toiletries	196	-	-	196	-
<b>Sub total</b>	57,167	88,258	-	145,425	152,618
<b>A4 Asset and investment purchases. (see table)</b>					
Office Equipment	2,036	5,000	-	7,036	1,121
Vehicle (New asset)	-	16,519	-	16,519	-
<b>Sub total</b>	2,036	21,519	-	23,555	1,121

<b>Total payments</b>	59,203	109,777	-	168,980	153,739
<b>Net of receipts/(payments)</b>	- 5,299	5,119	-	- 180	- 13,048
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	41,151	29,438	-	70,589	-
<b>Cash funds this year end</b>	35,852	34,557	-	70,409	- 13,048

## 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>	Cash Boxes	598	-	-
	Bank	12,754	34,557	-
	Reserve Funds (3 months average)	22,500	-	-
	<b>Total cash funds</b>	35,852	34,557	-
	(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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<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
	Mike.Bridges	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Newquay Foodbank

On accounts for the year  
ended

05 April 2024

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 **05/04/2024**.

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:

Keltic Accounting Services  
1 Retyn Barn, Newquay TR8 5DE  
07899 993500

Date:

04/09/24

Name:

Steve Ashby

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

MAAT ATT

Address:

1 Retyn Barn

Summercourt

TR8 5DE

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.

None