



# Trustees' Annual Report for the period

|             |                   |       |      |           |                 |       |      |
|-------------|-------------------|-------|------|-----------|-----------------|-------|------|
| <b>From</b> | Period start date |       |      | <b>To</b> | Period end date |       |      |
|             | Day               | Month | Year |           | Day             | Month | Year |

## Section A Reference and administration details

|                                           |                      |         |  |
|-------------------------------------------|----------------------|---------|--|
| <b>Charity name</b>                       | Leominster Food Bank |         |  |
| <b>Other names charity is known by</b>    |                      |         |  |
| <b>Registered charity number (if any)</b> | 1194140              |         |  |
| <b>Charity's principal address</b>        | Rooms G58-59         |         |  |
|                                           | The Old Priory       |         |  |
|                                           | Leominster           |         |  |
|                                           | <b>Postcode</b>      | HR6 8EQ |  |

### 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  | Katharine Bland    | Chair           |                                   |                                                               |
| 2  | Margaret Wilkerson | Treasurer       |                                   |                                                               |
| 3  | Wendy Pridie       |                 |                                   |                                                               |
| 4  | Elizabeth Clark    |                 |                                   |                                                               |
| 5  | Charlotte Jones    |                 |                                   |                                                               |
| 6  |                    |                 |                                   |                                                               |
| 7  |                    |                 |                                   |                                                               |
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| 18 |                    |                 |                                   |                                                               |
| 19 |                    |                 |                                   |                                                               |
| 20 |                    |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**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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## Section B Structure, governance and management

**Description of the charity's trusts**

|                                                                     |                             |
|---------------------------------------------------------------------|-----------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                |
| How the charity is constituted<br>(eg. trust, association, company) | CIO                         |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed by other trustees |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

For the public benefit of residents of Leominster and the surrounding area, the prevention and relief of poverty by the provision of food, funds, goods or services

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The trustees confirm that they have complied with their duty to have due regard to the guidance issued by the Charity Commission on public benefit in exercising their duties and powers. For the period the report relates to, the following activities for the public benefit have been available to the residents of Leominster and the surrounding area:  
A twice weekly Food Bank session to supply food to clients in poverty and to signpost people to further support and provide referrals and financial help with gas and electricity.  
A twice weekly Food Share session, distributing food waste from local shops and supermarkets.  
A Money Advice service for clients in financial difficulties.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

During April to December 2021 we distributed food parcels to 882 adults and 400 children.

Those people referred for a Food Bank voucher from one of our partner agencies such as the Job centre, Turning Point or schools were given access to a wide range of food, toiletries and cleaning products and were given a mix of tinned and fresh food in their food parcel.

During April – Dec 2021 we saved over 8,200kg surplus food from landfill (based on average food crate holding 5kg food) and served 522 people at our food shares. Of particular note was our Christmas Eve Food Share where over 50 households received a turkey and full range of vegetables for their Christmas celebrations.

In 2021 we became a Herefordshire Talk Community Hub. This means we can offer signposting to the Talk Community Directory and wellbeing information. Additionally, we became a Community Money Advice Connect Centre. Our money advice volunteers work face to face with clients and a national hub gives regulated debt advice. Being able to offer money advice gives another avenue of support to our clients. We have built good networks with Tenbury Nils, The Fuel Bank, Severn Wye Energy, Vennture and Citizens Advice Bureau meaning that we are able to offer a range of possible support options for people in fuel poverty. We have continued to offer school holiday bags throughout 2021 as another way of keeping people away from food poverty. These are offered by self-referral and publicised through all our local schools. The aim of the holiday bags is to support families not eligible for free school meals as well as offering further support for those families impacted by the two child benefits cap or otherwise struggling. We distributed 794 holiday food bags during April-Dec 2021.

While pupils were home schooled in the spring of 2021 we offered fuel top up vouchers for families funding 200 households £20 top up each. For Christmas 2021 our Food Bank clients were offered food vouchers for local greengrocers

and butchers in addition to their usual food parcel. We gave out 115 £5 greengrocer vouchers and 223 £5 butcher vouchers. We also gave out 50 adult bags and 40 child bags containing Christmas food treats.

As well as our on-site services, we attend the Barons Cross support surgery with a food share once a month. This gives increased access to our services to those living away from town on the Baron Cross housing estate. We also deliver food donated by the Co-op every night of the week to those people in need of more regular support. These deliveries have included a group of people living in temporary accommodation provided during covid who have limited cooking facilities as well as people who are sofa surfing or otherwise vulnerable. Where people are known to us to be without cooking equipment we have funded microwaves, slow cookers and single ring hobs etc as well as providing crockery, cutlery and other basic essentials to enable people to eat.

As well as referring people in need of gas and electricity to Severn Wye we have picked up the gap in provision when funding ran out in the autumn of 2021 and we topped up clients directly where there was a need, totalling £460. We saw the increase in fuel costs impacting our clients as winter 2021 meant people were choosing to keep their heating and lights off due to fuel poverty.

We had 40 volunteers, between them giving over 100 hours a week in volunteer time.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The purpose of the Reserves Policy for Leominster Food Bank is to ensure an ability to provide ongoing support during a period involving a drop in donations, a sudden increase in expenditure, or an event not covered by insurance.

At the end of 2021, the Food Bank had £58,914.

Our accounts show a spend of £11,831 from April 19th - Dec 31st (8.5 months), so approx £1400 per month or £16,800 a year. We currently operate out of a premises which will change ownership by community asset transfer in the year ahead. Were this not to go ahead it may be necessary for us to find alternative accommodation which would likely necessitate a significant increase in rent. If our rent were to double to £200 a week, we would need £27,800. We are aware that food costs are rising and we need to buy significant amounts of food every week to supplement donations

This results in us needing to hold a total of £40,000 in reserves.

The trustees will review our Reserves Policy at least annually.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

|                                        |  |  |
|----------------------------------------|--|--|
| Signature(s)                           |  |  |
| Full name(s)                           |  |  |
| Position (eg Secretary, Chair,<br>etc) |  |  |
| Date                                   |  |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

|                                      |             |
|--------------------------------------|-------------|
| Charity Name<br>Leominster Food Bank | No (if any) |
|--------------------------------------|-------------|

## Receipts and payments accounts

CC16a

|                        |                                 |    |                               |
|------------------------|---------------------------------|----|-------------------------------|
| For the period<br>from | Period start date<br>19/04/2021 | To | Period end date<br>31/12/2021 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the nearest<br>£ | Restricted<br>funds<br>to the nearest £ | Endowment<br>funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                         |                                        |                                 |                               |
| Regular Monthly Donations                             | 6,635                                        | -                                       | -                                      | 6,635                           | -                             |
| One-Off Donations of £100 or more                     | 4,465                                        | -                                       | -                                      | 4,465                           | -                             |
| One-Off Donations of less than £100                   | 1,730                                        | -                                       | -                                      | 1,730                           | -                             |
| Church Donations                                      | 1,123                                        | -                                       | -                                      | 1,123                           | -                             |
| Grants                                                | 5,730                                        | -                                       | -                                      | 5,730                           | -                             |
| Money Advice Grants                                   |                                              | 2,430                                   | -                                      | 2,430                           | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>19,683</b>                                | <b>2,430</b>                            | <b>-</b>                               | <b>22,113</b>                   | <b>-</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>19,683</b>                                | <b>2,430</b>                            | <b>-</b>                               | <b>22,113</b>                   | <b>-</b>                      |
| <b>A3 Payments</b>                                    |                                              |                                         |                                        |                                 |                               |
| Food                                                  | 6,295                                        | -                                       | -                                      | 6,295                           | -                             |
| Electricity and Gas Top Ups                           | 460                                          | -                                       | -                                      | 460                             | -                             |
| Other Essentials                                      | 1,120                                        | -                                       | -                                      | 1,120                           | -                             |
| Rent                                                  | 3,600                                        | -                                       | -                                      | 3,600                           | -                             |
| Mileage Repayments                                    | 252                                          | -                                       | -                                      | 252                             | -                             |
| Utilities, Insurance, etc                             | 104                                          | -                                       | -                                      | 104                             | -                             |
| Money Advice Costs                                    |                                              | 850                                     | -                                      | 850                             | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
|                                                       | -                                            | -                                       | -                                      | -                               | -                             |
| <b>Sub total</b>                                      | <b>11,831</b>                                | <b>850</b>                              | <b>-</b>                               | <b>12,681</b>                   | <b>-</b>                      |
| <b>A4 Asset and investment purchases, (see table)</b> |                                              |                                         |                                        |                                 |                               |
| Food Bank Furniture                                   | 1,865                                        | -                                       | -                                      | 1,865                           | -                             |
| Money Advice Equipment                                |                                              | 1,370                                   | -                                      | 1,370                           | -                             |
| <b>Sub total</b>                                      | <b>1,865</b>                                 | <b>1,370</b>                            | <b>-</b>                               | <b>3,235</b>                    | <b>-</b>                      |
| <b>Total payments</b>                                 | <b>13,696</b>                                | <b>2,220</b>                            | <b>-</b>                               | <b>15,916</b>                   | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>                     | <b>5,987</b>                                 | <b>210</b>                              | <b>-</b>                               | <b>6,197</b>                    | <b>-</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>52,927</b>                                | <b>9,305</b>                            | <b>-</b>                               | <b>62,232</b>                   | <b>-</b>                      |
| <b>Cash funds this year end</b>                       | <b>58,914</b>                                | <b>9,515</b>                            | <b>-</b>                               | <b>68,429</b>                   | <b>-</b>                      |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                        | Lloyds Bank                                            | 58,914                             | 9,515                            | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                | <b>58,914</b>                      | <b>9,515</b>                     | <b>-</b>                        |
|                                                             | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|                                                             |                                                        | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>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)        |
|                                                             | Food Bank - Shelving                                   | Unrestricted                       | 945                              | -                               |
|                                                             | Food Bank - Crates                                     | Unrestricted                       | 913                              | -                               |
|                                                             | Food Bank - Tables                                     | Unrestricted                       | 1,538                            | -                               |
|                                                             | Food Bank - Other Items Purchased                      | Unrestricted                       | 336                              | -                               |
|                                                             | Food Bank - Donated Office Equipment                   | Unrestricted                       | -                                | -                               |
|                                                             | Money Advice Equipment                                 | Restricted                         | 1,370                            | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
| <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                 |                                 |
|                                                             |                                                        |                                    |                                  |                                 |