Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	01	01	2022	To	31	12	2022

Section A Reference and administration details

Charity name Leominster Food Bank

Other names charity is known by

Registered charity number (if any) 1194140

Charity's principal address
The Old Priory Rooms
Leominster

Postcode 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	Katherine Bland	Chair		
2	Margaret Wilkerson	Treasurer		
3	Wendy Pridie			
4	Anne Clark			
5	Caroline Arthur		31/08/22 – 31/12/22	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (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.

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 January to December 2022 we distributed 1,768 adult food parcels and 1007 child food parcels. This was over double the number distributed the previous year.

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 Jan – Dec 2022 we saved over 17,752 kg surplus food from landfill (based on an average food crate holding 5kg food). This includes 9,840kg from local supermarkets and 7,912 from Fareshare. At our twice weekly Food Share sessions we served an average of 36 people each session representing an average of 92 family members.

We continued to offer school holiday bags throughout 2022 as part of our strategy for preventing food poverty. 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 2073 holiday food bags during 2022.

For Christmas 2022 our Food Bank clients were offered food vouchers for local greengrocers and butchers in addition to their usual food parcel. We gave out 319 £5 greengrocer vouchers and 551 £5 butcher vouchers. We also gave out 102 bags containing Christmas food treats.

Our CMA Connect Centre money advice volunteers continued to work face to face with clients with money issues. A large part of this work was helping clients apply for grants to help with fuel costs, school uniform and other essentials from Tenbury Nils, The Fuel Bank, Herefordshire Community Foundation, Mothers Union and other local organisations. Additionally, we distributed £10500 in the form of Morrisons gift cards for transport, fuel or other essentials with grant money awarded via the Household Support Fund.
We offered 60 emergency cash top ups for fuel in 2022, before moving to using Fuel Bank for administering fuel top ups. We went on to make 106 referrals for fuel top ups to Fuel Bank. Fuel top ups ranged in value from £10-£50. We referred 18 households to Herefordshire Community Foundation for fuel support grants ranging from £200-£500.

As well as our on-site services, we continued to 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 Barons Cross housing estate. We also delivered food donated by the Co-op every night of the week to those people in need of more regular support.

Due to the rising use of the food bank and the declining food donations, we significantly increased our food sales and spent £29,258 on food during 2022. In August 2022 we held a food drive at Morrisons where we collected 66 Morrisons food crates full of food. We continued to have food collection points in Aldi, Morrisons and Co-op as well as in local churches and in Leominster Community Centre.

We had 45 volunteers, between them giving over 150 hours a week in volunteer time.
February 2022 marked our ten year anniversary of being a food bank. We acknowledged this by holding a social anniversary event to thank our

Section D Achievements and performance

volunteers and other supporters in May 2022.

We continued to campaign for the end of food and fuel poverty by writing an open letter to our MP, speaking to radio, television and newspapers and being part of IFAN, the independent food aid network.

We publicised the services we offer by creating a Herefordshire 'Worrying about money' leaflet in partnership with IFAN and other local organisations. We also produced our own leaflets and used Facebook and our website to increase awareness as well as featuring on the Herefordshire Talk Community Directory.

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 2022, the Food Bank had a bank balance of £74,525
Our accounts show income of £67950 and spend of £62,067 in the year.
We are aware that household costs are rising and we need to buy significant amounts of food and other essential items every week to supplement donations
This results in us needing to hold a total of £70,000 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)	M. Wilkes.	
Full name(s)	MARGARET WICKERSON	
Position (eg Secretary, Chair, etc)	TREASURER	

Date	10. 07. 2023

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Leominster Food Bank	1194140

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2022	To	Period end date 31/12/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Regular Monthly Donations	17,322	-	-	17,322	6,635
One-Off Donations of £100 or more	10,965	-	-	10,965	4,465
One-Off Donations of less than £100	3,993	-	-	3,993	1,730
Church Donations	1,118	-	-	1,118	1,123
Grants	34,553	-	-	34,553	5,730
Money Advice Grants	-	-	-	-	2,430
Interest	213	-	-	213	-
	-	-	-	-	-
Sub total *(Gross income for AR)*	68,164	-	-	68,164	22,113
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	68,164	-	-	68,164	22,113
A3 Payments					
Food	29,258	-	-	29,258	6,295
Electricity and Gas Top Ups	2,542	-	-	2,542	460
Other Essentials	17,026	-	-	17,026	1,120
Rent	3,457	-	-	3,457	3,600
Mileage Repayments	1,725	-	-	1,725	252
Utilities, Insurance, etc	1,442	-	-	1,442	104
Money Advice Costs	-	4,240	-	4,240	850
	-	-	-	-	-
	-	-	-	-	-
Sub total	55,450	4,240	-	59,690	12,681
A4 Asset and investment purchases, (see table)					
Food Bank Equipment	1,969	-	-	1,969	1,865
Money Advice Equipment	-	409	-	409	1,370
Sub total	1,969	409	-	2,378	3,235
Total payments	57,419	4,649	-	62,068	15,916
Net of receipts/(payments)	10,745	- 4,649	-	6,096	6,197
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	58,914	9,515	-	68,429	62,232
Cash funds this year end	69,659	4,866	-	74,525	68,429

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	Lloyds Bank Current Account	19,346	4,866	-
	Unity Bank Savings Account	50,313	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	69,659	4,866	-
		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	Food Bank - Shelving	Unrestricted	1,021	-
	Food Bank - Crates	Unrestricted	760	-
	Food Bank - Tables	Unrestricted	1,538	-
	Food Bank - Other Items Purchased	Unrestricted	2,408	-
	Food Bank - Donated Office Equipment	Unrestricted	-	-
	Money Advice Equipment	Restricted	1,778	-
			-	-
			-	-
			-	-

	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
	M. Wilkerson	Margaret Wilkerson	13/05/2023

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees	Leominster Food Bank		
On accounts for the year ended	31/12/2022	**Charity no (if any)**	1194140
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 31/12/2022.

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.

Signed:		**Date:**	13/05/2023
Name:	S Gluyas FCCA FMAAT		
Relevant professional qualification(s) or body (if any):	Association of Certified Chartered Accountants Association of Accounting Technicians		
Address:	99 Ridgemoor Road		
	Leominster		
	HR6 8UH		