



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/01/2023** To **31/12/2023**

Charity name: **Leominster Food Bank**

Charity registration number: **1194140**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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 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	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		

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	During January to December 2023 we distributed 1,820 adult food parcels and 1295 child food parcels totalling 3115 food parcels distributed over the year. This was 340 more than in the previous year. Those people referred for a Food Bank voucher 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. Our referrals came from partner agencies such as Turning Point, Housing associations, mental health services and schools. The job centre stopped offering referrals in February 2023 which meant we trained a dedicated group of volunteers to offer 'triage' on arrival to the food bank. They check people's eligibility for a referral based on income and personal circumstances where they have no other referral agency and issue food bank vouchers where appropriate, as well as offering appointments for our Money Advice Centre. During Jan – Dec 2023 we saved over 22,100 kg surplus food from landfill (based on an average food crate holding 5kg food). This includes 13,104 kg from local supermarkets and 9,360 kg from Fareshare. At our twice weekly Food Share sessions we served an average of 97 people each week. We were able to offer food bags in the February, Easter and Summer school holidays as part of our strategy for preventing food poverty. The aim of the holiday bags was 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 721 holiday food bags during 2023. In the latter

		part of the year we found volunteer capacity issues combined with rising numbers of people attending the food bank meant that we decided to concentrate on core work and we did not offer holiday food bags. For Christmas 2023 our Food Bank clients were offered extra meat and vegetables for Christmas in addition to their usual food parcel. We gave out 258 Christmas meat & veg parcels. 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. We offered referrals for fuel top ups to Fuel Bank. Fuel top ups ranged in value from £10-£50. We referred 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. We had 60 volunteers, between them giving over 130 hours a week in volunteer time. Founding member of Leominster Food Bank Wendy Pridie stood down from being a trustee and volunteer at the end of 2023 having been a volunteer and member of the management committee for over 11 years. We gained two new trustees in the autumn of 2023. We continued to campaign for the end of
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		food and fuel poverty by speaking to radio, television and newspapers and being part of IFAN, the independent food aid network. We publicised the services we offer in the Herefordshire 'Worrying about money' leaflet in partnership with IFAN and other local organisations. This leaflet was distributed round the county by Herefordshire Council. 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. Ownership of our premises was moved from Hereford Community Foundation to Leominster Town Council by Community Asset Transfer. This has given us more security as Herefordshire Council had intended to sell the building at auction.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy 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. We spent £66,000 on food and other essentials during the year, and costs are increasing, so we need to hold £100,000 in reserves.
Amount of reserves held	Para 1.22	£100,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

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	
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	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
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	Appointed by other trustees

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Leominster Food Bank
Other name the charity uses	
Registered charity number	1194140
Charity's principal address	The Old Priory Rooms Leominster 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		01/01/2023 - 20/12/2023	
	4	Anne Clark			
	5	Caroline Arthur			
	6				
	7				
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	10				
	11				
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	13				
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	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	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

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)		

Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

	Signature(s)	K.A. Bland	M. Wilkerson
	Full name(s)	Katharine Bland	Margaret Wilkerson
	Position (eg Secretary, Chair, etc)	Chair	Treasurer
	Date	12.8.24	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Leominster Food Bank

No (if any)
1194140

Receipts and payments accounts

CC16a

For the period
from

Period start date
1/1/2023

To

Period end date
12/31/2023

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	22,433	-	-	22,433	17,322
One-Off Donations of £100 or more	14,332	-	-	14,332	10,965
One-Off Donations of less than £100	4,912	-	-	4,912	3,993
Church Donations	723	-	-	723	1,118
Grants	59,097	-	-	59,097	34,553
Money Advice Grants		10,090	-	10,090	-
Interest	1,590	-	-	1,590	213
	-	-	-	-	-
Sub total (Gross income for AR)	103,086	10,090	-	113,176	68,164
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	103,086	10,090	-	113,176	68,164
A3 Payments					
Food	43,461	-	-	43,461	29,258
Utility Vouchers, Top-Ups, etc	1,202	-	-	1,202	2,542
Other Essentials	3,023	-	-	3,023	17,026
Equipment/Uniform	1,133	-	-	1,133	-
Rent	11,129	-	-	11,129	3,457
Mileage Repayments	2,094	-	-	2,094	1,725
Utilities, Insurance, etc	3,993	-	-	3,993	1,442
Money Advice Costs		2,689	-	2,689	4,240
	-	-	-	-	-
Sub total	66,035	2,689	-	68,724	59,690
A4 Asset and investment purchases, (see table)					
Food Bank Equipment	2,276	-	-	2,276	1,969
Money Advice Equipment	-	106	-	106	409
Sub total	2,276	106	-	2,382	2,378
Total payments	68,311	2,795	-	71,106	62,068
Net of receipts/(payments)	34,775	7,295	-	42,070	6,096
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	69,659	4,866	-	74,525	68,429
Cash funds this year end	104,434	12,161	-	116,595	74,525

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	10,068	-	-
	Unity Bank Current Account	9,685	-	-
	Unity Bank Savings Account	84,681	12,161	-
	Total cash funds	104,434	12,161	-
	(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	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Food Bank - Shelving	Unrestricted	-	1,021
	Food Bank - Crates	Unrestricted	-	560
	Food Bank - Tables	Unrestricted	-	1,823
	Food Bank - Other Items Purchased	Unrestricted	-	4,846
	Food Bank - Donated Office Equipment	Unrestricted	-	500
	Money Advice Equipment	Restricted	-	2,135
			-	-
			-	-
			-	-
B5 Liabilities	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	
		Margaret Wilkerson	3/14/2024	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Leominster Food Bank

**On accounts for the year
ended**

31/12/2023

**Charity no
(if any)**

1194140

Set out on pages

(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 31/12/2023DD / MM / YYYY.

**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:

Date:

10/05/2024

Name:

Sarah Gluyas

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

Association of Chartered Certified Accountants

Address:

99 The Mallards

Leominster

HR6 8UH

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