



Annual Report for 2022 **And** **Strategic Plan for 2021-2024**

Newcastle-Staffs Foodbank CIO
Part of the Trussell Trust Network of Foodbanks
Registered Charity Number: 1194404



Summary

Seeded by the Trussell Trust, Newcastle-Staffs Foodbank developed under the auspices of Churches Together in Newcastle Town, and is now run in partnership with a number of churches and other organisations across Newcastle Borough. The Foodbank continues to serve those in crisis in the Borough and the surrounding area, providing food for over 47,000 people since we began on 4th October 2012.

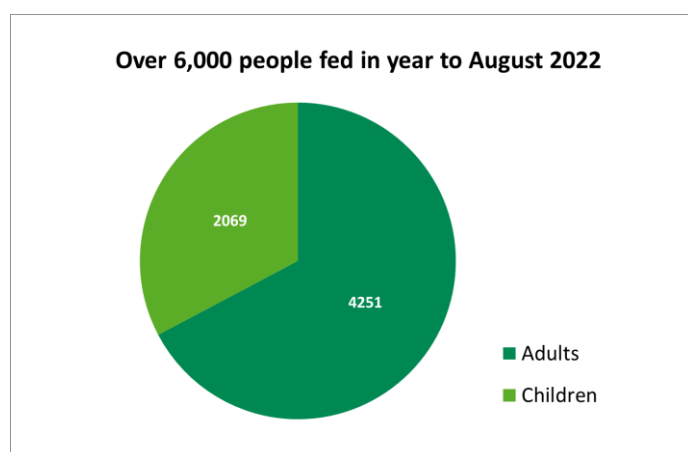
Our vision is a Newcastle-under-Lyme borough without the need for our Foodbank. We are working together with the Trussell Trust to create a more dignified, more compassionate, and more just society where everyone has enough money for the essentials.

The Present

This report covers the period from 1st September 2021 to 31st August 2022. During this time, Newcastle Staffs Foodbank has:

- Received 62,600 Kgs of food (57,587 Kgs in year to 31st August 2021)
- Distributed 63,945 Kgs of food (62,844 Kgs in year to 31st August 2021)
- Provided 3 days of food to 4251 adults and 2069 children (3453 adults / 1630 children in year to 31st August 2021)
- 139 agencies registered to issue Foodbank vouchers (125 registered in year to 31st August 2021)

At our midpoint in the year, March 2022, we fed 577 people (410 adults and 167 children) compared to 342 people (243 adults and 99 children) in March 2021.



The Future

Our 3 year Strategic Plan continues to drive what we do. As part of the Trussell Trust network of foodbanks we are helping to end the need for food banks in the UK. Our plan is included as part of this report, along with a brief update of our progress so far. We have 3 strategic goals:

- **Changing Communities:** We want to provide our community with a place where they can get the help they need to be able to afford the essentials.
- **Changing Policy:** We want to make sure that people with lived experience of poverty are heard and that their evidence is used sensitively to push for solutions to tackle the issues they face.
- **Changing Minds:** We want to encourage others to get involved with helping us campaign for better local provision and to increase understanding of poverty and what leads people to our foodbank.

Chair's Report

2022

What a year was 2022! We had the country in joyous celebration with the Queen's Platinum Jubilee, and then grieving her passing. We (sort of) emerged from the Covid pandemic, but the war in Ukraine brought a fresh wave of fear, economical instability, increased cost of living, and deprivation. Our national politics have been... eventful. All of this, sadly, has left even more people in need, with no option but to turn to foodbanks. In our centres, September is usually a month of less need, and December one of most need – but we gave out more food in September 2022 than we had in December 2021.

We are saddened that this continues to be the case, but keen to play our part in “Changing communities, Changing policy, and Changing minds”, a motto from Trussell Trust that we have embraced wholeheartedly.

A force for good

So we continue to provide emergency food to anyone in need. I would like to thank all our staff and volunteers for tirelessly enabling this. We want to express our thanks to all those who donate food and money. Our financial position has enabled us to focus on our mission, rather than to spend a lot of time trying to make ends meet – crucially, we have been able to increase our spending in food and other items needed to give out.

We have also been delighted to start offering financial inclusion advice in our centres, through a partnership with Citizens Advice, enabled by a very generous grant from the Trussell Trust – and Ann King's sterling (volunteer) fundraising. This means that help is readily available, in person, at the time of crisis, to address one of the primary root causes of deprivation.

Typically, the fact that we have managed to start something so important hasn't stopped our project lead from working to address other concerns. Jane has been exploring a possible partnership with MIND, so that we can offer mental health support as well.

Staff and Trustee changes

2022 has perhaps seen the greatest team changes in the history of our foodbank.

On our staff, Matthew finished his time with us after successfully completing his apprenticeship in the warehouse. Given the incredible growth of the warehouse operation, and the awareness that our volunteer warehouse coordinator would like to hand over, we were delighted to recruit a paid warehouse coordinator, Chrissie. We are grateful for Trussell Trust's funding that enables this, and for how Chrissie has taken on the role so well. A big thank you to Peter Till, who has done this ever growing role voluntarily for so long, and for all his support in the transition to Chrissie.

More recently, we were able to have a new admin/social media apprentice, Sophie, who is helping greatly in the office.

Our Trustee team has also changed significantly. We were really saddened with the resignations of Sheila and Mike as trustees, because of very difficult personal circumstances. We can only say that our thoughts and prayers are with them as they soldier on, and that we miss them dearly. We are incredibly grateful for all that they have done through the years. They have been pillars of the foodbank since the start, and who had between themselves a huge amount of responsibility, from finance, to contracts, H&S, and safeguarding.

Julian Rowley has also told us that he won't be standing as trustee again in 2023, due to his increased workload. We are very grateful for Julian's dedication and wisdom, and we pray for him in this new phase.

These big changes in our Trustee team mean that we have some recruiting to do. We are incredibly grateful that, even as Mike was stepping down, he managed to recruit a new treasurer, Paul Roberts, who has been fantastic in dealing with a complex transition. A speedy recruitment of a volunteer treasurer for a not so small charity is nothing short of a miracle!

The areas of safeguarding, H&S and contracts are being covered by the team, but we are looking and praying for new trustees who can bring experience in these crucial matters.

Governance

Despite these challenges, we have been able to review all our contracts and policies, aligning us with latest Trussell Trust policies and legal requirements. We are also back on track (after the pandemic) with our Safeguarding and Health and Safety training. A big thank you to John Machin and Sheila, who have done an incredible amount of work in this area.

We were surprised and delighted to hear from the Trussell Trust that we are one of the most stable and solid foodbanks in the Midlands, and that our strategy document would be going on the Trussell Trust's Hub as an example of good practice. I share this as a tribute to all the hard work that goes on everywhere in our organisation.

Volunteers

As trustees, we are unfortunately not able to see much of the day to day of our centres and warehouse. I hope it's clear that this is purely because of our time constraints and other commitments.

On the other hand, we are only able to do this because we have a strong structure of staff and volunteers, that consistently go above and beyond to ensure that we meet the needs of our clients.

I therefore would like to finish with a big thank you to all, especially to those whom I haven't named, who give time and energy wholeheartedly. You are our most precious resource, and all that you do – labelling food, carrying boxes, making cups of tea for people in distress, listening, reading policy documents and attending training, and so on – makes a world of difference to so many people, particularly as the hard times seem to be continuing through the years.

Living well in 2023

2022 was very eventful, and 2023 promises to offer no less so. How can we live well in the middle of so much uncertainty? An ancient prophet has encouraged us simply:

to do justice,

to love kindness,

and to walk humbly with God.

Micah 6.8

Seeking fairness and being good to others is no doubt a great place to start, and the core of who we are as a Foodbank.

Walking with God will seem obvious to some, and a strange concept to others. But perhaps these times of worry and struggle invite us to keep looking, always, for hope and comfort above and beyond the troubles of this world, and even beyond our best efforts to make it a better place.

The prophet certainly saw justice, kindness, and faith, as going hand in hand beautifully. I hope you experience all this in 2023.

Thank you and God bless you.

Rev'd John Beswick Pallister
Chair of Trustees - Newcastle-Staffs Foodbank

Annual Report for 2021-22

Foodbanks provide emergency food, collected from the local community, to local people in crisis. The details of how our Foodbank operation works can be seen in Appendix 1, and the context we are working within can be found in our Strategic Plan. Working with the Trussell Trust provides the mix of national charity support and local charity grassroots work which is invaluable on all levels, enabling us to provide the best possible service for our clients.

Headlines for the Year

Food Collections

4 supermarket collections were held during the year (1 each at Tesco Kidsgrove and Trent Vale in November 2021 and again at Kidsgrove and Trent Vale in July 2022). We would like to thank the staff at Tesco for their co-operation on collection days. As part of a national agreement with the Trussell Trust, Tesco support their collections with a 20% top-up on the value of the food collected. This money is made available to us to purchase items that are in shortage in our warehouse. We also have a number of stores which host a permanent collection point – Tesco, Sainsbury's, Co-op and Morrison's, and we are very grateful to each store and for the volunteers who empty the collection bins on a regular basis. This support from supermarkets has generated a total of 31.72 tonnes of food (26.26 tonnes in year to 31st August 2021).

In addition to supermarket support, the Foodbank has a well-established network of food collection points in churches, schools, shops and businesses, and we also receive regular donations from members of the public into our distribution centres during opening times. We are extremely grateful for this continuous support, which has seen 19.13 tonnes of food donated (22.91 tonnes in year to 31st August 2021). Furthermore, a significant contribution was made to our stocks from various harvest collections, and collections for Christmas and Easter – getting closer to pre-pandemic levels. This added an additional 7.18 tonnes to our stock for this year (5.86 tonnes in year to 31st August 2021).

Food Distribution

The need for Foodbank services across the country continues to grow. Trussell Trust reported an 14% increase on 2019-2020, with over 2.1 million emergency parcels given to people in crisis by the Foodbank network in the year to March 2022.

Locally, we have experienced a 24% increase over the full year. The need has accelerated as the calendar year has progressed, and we are therefore expecting a further increase in the next year.

A total of 3058 vouchers (2360 in year to 31st August 2021) were fulfilled in the year 1st September 2021 to 31st August 2022, providing 3 days of food to 4251 adults and 2069 children (3453 adults / 1630 children in year to 31st August 2021). 57,307 Kgs was given out at our centres when fulfilling vouchers, and at 0.42 Kgs per meal this represents around 136,445 meals supplied to local people in crisis. In addition to fulfilling vouchers, during the same period we have also passed on 6,059 Kgs of surplus stock to other organisations - at 0.42 Kgs per meal this equates to around 14,426 additional meals we have provided on top of those given directly to clients through the voucher system. This is a total of 150,871 (149,628 meals in year to 31st August 2021).

65 organisations who are signed up as referral agencies have issued Foodbank vouchers this year – the majority of those being electronic referrals. We are very grateful to all our voucher holders – it is an onerous task to determine if someone is in crisis, and then provide the support they need through that crisis. Our whole process relies heavily on voucher holders getting this right.

Foodbank Centres

There are 6 centres in operation across the Borough in the following locations: Chesterton (Chesterton Elim Church), Clayton (St Luke's Methodist Church), Knutton (Cornerstone (Home Start)), Kidsgrove (St Thomas' Church), Madeley (All Saints Church), and Newcastle town centre (Newcastle Congregational Church). These centres are open at different times throughout the week and aim to offer clients a warm welcome - one that stands apart from many of the statutory organisations that they come into contact with. Services are now back to normal with the cup of tea and a chat on offer at all our centres.

Volunteers

Newcastle-Staffs Foodbank is an organisation built on the commitment of its volunteers, with around 80 volunteers offering their time and energy on a regular basis. This year has seen some changes, with some longstanding volunteers stepping back – we are incredibly grateful to all of them for the time and energy they have given to the Foodbank over the years. Our volunteers have contributed around 10,000 hours to help run the organisation, either in our centres or behind the scenes. We are extremely grateful for the commitment and enthusiasm consistently shown by our volunteers, and take this opportunity to thank them for the work they do. Volunteers can get involved in a number of ways, and we always welcome enquiries from prospective volunteers. There are a variety of skills required and different opportunities available, depending on the time commitment that people can make, and we particularly need help behind the scenes rather than in our foodbank centres.

Supporters

We are extremely grateful to all those offering their time, energy and money to the Foodbank, and continue to be encouraged by the level of support that the project receives, financially and in kind, both from churches directly involved in the day-to-day operation and from outside the Foodbank organisation. After the incredible response to the pandemic with donations of both food and money, we remain well placed to meet any rise in need as we look to the year ahead. We are so thankful to our partners who allow us to use premises for our centres at minimal or no cost, and we continue to be very grateful to Aspire Housing for partnering with us to provide affordable premises for our warehouse and office, and to Newcastle Borough Council, a long-standing supporter of the Foodbank, who very helpfully provide us with additional storage space. We also work in partnership with Home Start, who host one of our Foodbank centres.

The biggest development this year has been the introduction of our Financial Inclusion project. Fully funded by the Trussell Trust through their Financial Inclusion Grant funding and launched in September 2022, we now work in partnership with Citizens Advice to offer clients the opportunity to speak with an advisor when they come to our centres.

We are also hoping in the coming year to establish a partnership with Mind, to provide clients with an easier referral route for much needed mental health support.

Governance

Newcastle-Staffs Foodbank is an independent organisation but is also part of a national network of foodbanks each having a similar mission. Quality assurance is supported by membership of this network under the guidance of the Trussell Trust. Being part of this network provides us with, amongst other things, standardised operating procedures in a detailed and comprehensive manual, a strong 'brand' identity, and evaluation and inspection of our operation.

The Newcastle-Staffs Foodbank was granted formal charity status on 14th February 2013. In October 2021 the charity changed status to become a Charitable Incorporated Organisation. The Board of Trustees currently has 6 members, and there are 19 churches who are registered members of the charity. The current Trustees and member churches are listed in Appendices 2 and 3. The Trustees remain committed to ensuring that the Foodbank meets all of our obligations, reviewing all our policies on an annual basis and ensuring that all volunteers are aware of them.

Treasurer's Report

Although it has been a difficult year again with the declining economic situation, people have risen to the challenge with their continued generosity.

The Newcastle Staffs Foodbank has reached the end of its tenth financial year with a stable balance of £128,224.00 in the Current A/c together with £61,647.00 in the Deposit A/c. which has attracted very little interest due to the fall in rates, which is now very negligible. Our Income for the year was £113,949.00 and our outgoings £50,485.00 - £24,177.00 being covered by restricted funds grants.

Income from Tesco Collections / Trussell Trust amounted to £2,479.00, grants amounted to £71,067 of restricted Funds, and £8,250.00 unrestricted funds. Please see schedule of grants in the full set of accounts. Gift Aid repayments £5,032.00, CAF £4,245.00, Covid 19 Donations-Non-Gift Aided £9,605.00, Friends of Foodbank £13,178.00-Gift Aided, Non- Gift Aided-£1,624.00, Crowdfunder £2,385.00. Again, we have received many generous donations and collections both from various organisations and especially from individuals. We are especially grateful to our Volunteer Fundraiser Ann King who has worked tirelessly again this year to secure grant funding. We do still have some grant funding available for food expenditure. If anyone would like to know more about donating through our Friends of Foodbank please let us know. We would like to thank all our existing Friends of Foodbank donors.

Our salary costs were £24,712.00 which is offset by £9,727.00 monies held in our deposit account for this purpose, and £14,985.00 from general funds. We have employed 4 members of staff this year on a part-time basis. Matthew Bloomfield left us in July having successfully completed his warehouse apprenticeship. Other major overheads i.e., warehouse rents amounted to £5,072.00. This has been offset by restricted grants of £884.00.

We have had the usual overhead costs (electricity, water, stationery, clients' food and toiletries, travel, WIFI/mobile charges etc.) amounting to £10,134.00. These have been kept to a minimum as before. The increase on last year reflects the increased activity during the year and the way Newcastle Staffs Foodbank is growing. We are also having to purchase more food to meet the increasing demand.

Our warehouse stock at this financial year end is 9924.6kg with a value of £23,521.30 (£2.37 per kg being the new valuation from the Trussell Trust). We have three overspill warehouses, plus the main warehouse/office hence the increase in rents. Many thanks to Peter Till, our volunteer warehouse manager, for everything he has done during this year to maintain the levels of food required.

This year again, we have been able to produce a full set of accounts with a balance sheet, and a budget, which you will find among the reports. You will be able to see from a copy of the audited accounts within our annual year end reports differences between one year and the next, and growing trends. Many thanks to our Accountant/Auditor Daniel Styles for the final accounts and report for the Charity Commission. Due to our growth in income, and the amount of people we now employ following the Charity Commission guide lines for small charities, we are now a CIO (Charitable Incorporated Organisation). This year we have moved our bank accounts to the Co-operative Bank which is more ethical, and we will no longer be paying bank charges.

I am writing this report for the last time, when you read this I will have retired. It has been a pleasure to be your Treasurer for the last ten years with 18 months break midway. I wish you and all my fellow Trustees the very best in your support for the future of Newcastle Staffs Foodbank CIO.

Yours in God's Service.

Michael

Michael Heap F. InstLAM, FIFLM, Legal Exec Accountancy (Retired)
Trustee/Treasurer

Cost Analysis and Budget

Newcastle Staffs Foodbank - Budget																		
Year	Income						Expenditure											Difference
	Donation	Fundraising	Grants	S/markets	Gift Aid	Total	Running costs	Food	Salary	Printing & publicity	Equipment	W/house rent	W/house setup	Franchise payment	Expenses	Other	Total	
6	5516.65	443.84	11200.00	3730.02	721.85	21612.36	1280.13	959.75	2930.00	65.00	888.98	954.29	2068.47	360.00	639.60	1586.97	11733.19	9879.17
7	8166.59	1008.50	1200.00	4203.71	680.56	15259.36	1126.44	2494.35	8035.44	527.50	3279.17	2499.96	2081.88	360.00	518.83	828.97	21752.54	-6493.18
8	16278.92	20629.22	45322.55	4367.71	747.80	87346.20	2170.69	3476.39	15631.25	299.00	2056.06	2794.56	0.00	0.00	646.00	510.60	27584.55	59761.65
9	30884.00	29406.00	1000.00	2559.00	5586.00	69435.00	3447.00	1563.00	26789.00	4317.00	112.00	4271.00	0.00	0.00	93.00	1490.00	42082.00	27353.00
10	25268.00	12214.00	72923.00	0.00	3542.00	113947.00	3504.00	5526.00	24712.00	297.00	3936.00	5076.00	0.00	0.00	694.00	6948.00	50693.00	63254.00
Budget	17222.83	12740.31	26329.11	2972.09	2255.64	61519.98	2305.65	2803.90	33084.00	1101.10	2054.44	5292.00		360.00	518.29	2272.91	49792.29	11727.70
	Average	Average	Average	Average	Average		Average	Average		Average	Average	Average			Average	Average		
Budget2	18000.00	12740.31		2972.09	4000.00	37712.40	2305.65	2803.90	33084.00	1101.10	2054.44	5292.00		360.00	518.29	2272.91	49792.29	-12079.89
Budget3	18000.00	12740.31			4000.00	34740.31	2305.65	2803.90	33084.00	1101.10	2054.44	5292.00		360.00	518.29	2272.91	49792.29	-15051.97

Commentary:

Averages have been taken over the last 5 years, since we started to pay Warehouse Rent. Figures for salaries, warehouse rent and franchise payment on the Budget line are the current rates.

It is worth noting that there has been a significant increase in the spend on food during the last year. Average spend per month for 2021 was £195, average spend per month for 2022 was

Current Standing Order giving is approx. £1,500 per month - bringing the annual income from standing orders to £18,000. Gift Aid budget has been increased from the average in line with level of donations.

Budget2 shows the regular giving figure, and an average fundraising figure, along with estimates for expenditure using average from last 5 full year accounts.

Budget3 shows the situation if we have no supermarket funding.

Project Lead Report

The last year has seen us emerge from restrictions and lockdowns to a world of economic instability, rising inflation and huge leaps in energy costs. Whilst the immediate effects of the pandemic on personal finances are somewhat over, the longer term impact is now becoming more and more evident.

As the year has progressed, the need for our service has accelerated and the coming year is looking to be even busier. More and more people are coming to the foodbank who are in work but not earning enough to pay the bills – particularly with energy bills increasing and goods becoming more expensive due to high inflation. There is no emergency as such, just a longer term problem of outgoings being greater than income. It is not right that people cannot afford the essentials – this is not about holidays, meals out and nice clothes. This is about food, heating and keeping a roof over their heads.

People come to our door in despair – wondering what else they have to do to make ends meet. Our foodbank centres are once again the place of welcome that our clients appreciate, with time to chat over a cup of tea in a friendly environment where people can relax. This often leads to people leaving not only with food to put on the table but also the knowledge that someone cares enough to sit and listen. An invaluable part of what we do, our collective listening ear makes a big difference to so many.

Our volunteers continue to go above and beyond what we would hope from them – coping with sudden rises in numbers, hearing difficult stories and doing all they can to signpost people to further support, embracing changes in the way we operate and being thankful that we are back to a more normal operation. We have an incredible volunteer team which includes people who have been with us from the very start, to those who stepped up during the pandemic and have never stepped back, and many more besides. They are the frontline of our foodbank, and the client comments below show what an amazing job they do.

Increased partnership working is my aim for the coming year - having a joined up approach to supporting people has proved to be far more successful than working in isolation. I am a big advocate for partnering with other organisations rather than expanding what we do to meet every need and provide every type of support. As part of the Trussell Trust network, we can excel at providing emergency food. For everything else, let us find a partner for whom that is their area of expertise. I am so thankful for the smooth introduction of our Financial Inclusion service, a project funded by the Trussell Trust which in partnership with Citizens Advice provides our clients with much needed advice at the time they come to us. No more waiting in the queue of a telephone call system – the initial feedback is very promising from both clients and our Citizens Advice advisors.

We have continued to see incredible support, both financially and in food donations, from our local community, businesses and other organisations. It is always amazing to see how far people will go when they see genuine need and we are often blown away by the amount that comes into our warehouse each week.

I must conclude with an enormous thank you to everyone reading this report. By taking the time to read through it, you are demonstrating an interest in what we do, and we are extremely grateful for that. If you support us with your time as a volunteer, your money, or by offering prayer for what we do, rest assured that the work of Newcastle-Staffs Foodbank would not continue without you.

I feel it is only right that the final word must go to some of our clients, the people we are all here for. These are messages we have received from clients after they have received help from us:

Thank you for all this stuff, it's amazing. The kids are very happy too!

Thank you so much for this food and the extra help from CAB. You wouldn't believe how much it has helped us out.

Jane

Jane Baker –Project Lead for Newcastle-Staffs Foodbank

Update on our Strategic Plan

Our Strategic Plan for 2022-2024 is included as part of this report, and we have 3 strategic goals. Below is a brief summary of the work which has taken place this year to move towards achieving those goals:

Changing Communities

Sustainability – The Trustees are improving recruitment, looking to fill skills gaps on the board. We have just completed a round of Safeguarding Training for all volunteers and have the system in place to review this regularly. We have 2 years of funding in place for our Financial Inclusion project, and at the end of this year will start to plan for further funding to ensure that the project can continue.

Wraparound support – The launch of our Financial Inclusion project is a big step forward. Volunteers are benefitting from learning more about what support is available and our clients are receiving much needed advice and support. We are also bringing new agencies on line and getting in touch with agencies who haven't referred for a while to re-establish connections.

Changing Policy

Client voices – We are working with the Trussell Trust to begin to think about participation and how to involve those with lived experience in the work we do.

Communications – We are beginning to implement a social media content calendar to ensure regular content with key messages.

Changing Minds

Volunteers – Our Financial Inclusion project has been warmly welcomed by volunteers who recognise the importance of providing wraparound support.

Understanding of drivers of food poverty - Local statistics have been shared with our MP. Our project lead has been engaged with people inside the Trussell Trust and with external organisations to talk about what we do. We have a church liaison volunteer who is improving our connections with local churches. We have been able to get back into schools this year following the pandemic and have run a number of workshops for children, as well as welcomed students into our foodbank centres to explain more about what we do.

Appendix 1

How a Foodbank works



Foodbanks provide food to people in crisis by means of a voucher system, which is administered by frontline care professionals. By this intervention they help prevent people in crisis entering the downward spiral of debt, or even criminal behaviour. The food provided follows a standard list and is nutritionally balanced as far as is possible with non-perishable food items. This food is donated by the public and involves the willing cooperation of the public, supermarkets, and an army of volunteers.

Appendix 2

The Trustees of Newcastle-Staffs Foodbank, as at 31st December 2022, are:

- Rev. John Beswick Pallister – Chair
- Stephen Jones – Secretary
- Paul Roberts – Treasurer
- John Machin
- Peter Radford
- Major Julian Rowley

Appendix 3

The constitution of Newcastle-Staffs Foodbank CIO defines its membership as being open to member churches of Churches Together in Newcastle-under-Lyme and other Christian Churches within the Borough. A member church is asked to nominate its representative for contact purposes but can nominate any one person to vote at the annual general meeting. Each member church only has one vote.

The churches that are currently registered as members of the charity, as at 31st December 2022, are:

- | | |
|--------------------------------------|-------------------------------------|
| ▪ All Saints Church Madeley | ▪ St Andrews Church, Westlands |
| ▪ Audley Methodist Church | ▪ St Andrews Parish Church Porthill |
| ▪ Bradwell Methodist Church | ▪ St Barnabas Bradwell |
| ▪ Chesterton Elim Pentecostal Church | ▪ St Giles Church Newcastle |
| ▪ Halmerend Methodist Church | ▪ St James the Great, Clayton |
| ▪ Higherland Methodist Church | ▪ St John The Baptist Keele |
| ▪ Holy Trinity Chesterton | ▪ St Luke's Methodist Church |
| ▪ Newcastle Baptist Church | ▪ St Thomas' Kidsgrove |
| ▪ Newcastle Congregational Church | ▪ Temple Church |
| ▪ Silverdale Elim Pentecostal Church | |

Appendix 4

Management Accounts for the period September 2021 to August 2022.

NB a full copy of the report can be requested from our treasurer.



NEWCASTLE STAFFS FOODBANK

FINANCIAL STATEMENTS AND TRUSTEES REPORT

FOR THE YEAR ENDED 31 AUGUST 2022

NEWCASTLE STAFFS FOODBANK

INDEX TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

	Page
Legal and administrative information	1
Trustees' report	2 - 4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 12

NEWCASTLE STAFFS FOODBANK

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 AUGUST 2022

Trustees: Rev J J Beswick-Pallister (Chair)
M Heap
S M Heap
A S Jones - appointed 31 January 2022
H J Machin
P J Radford
J M Rowley

Treasurer: M Heap

Charity Secretary: S M Heap

Charity Number: 1194404

Charity Address: Aspire Housing Depot
Brick Kiln Lane
Parkhouse Industrial Estate West
Newcastle
ST5 7AS

Bankers: HSBC UK plc
1 Centenary Square
Birmingham
B1 1HQ

Co-operative Bank plc
PO Box 250
Skelmersdale
WN8 6WT

Independent Examiner: Lifestyles Accountancy Limited
Chartered Accountants
39 Kirklees Road
Southport
PR8 4RB

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 AUGUST 2022

The trustees submit their annual report and financial statements for the year ended 31 August 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2005 in preparing the annual report and financial statements of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a charitable incorporated organisation, registered on 10 May 2021 having transferred the activity and funds from the previously registered charitable trust, under the same name, with charity number 1150816. It is governed by its association rules registered on 10 May 2021.

Recruitment and appointment of the trustees

The board seeks to achieve a balance of skills and experience amongst the trustees. In order to maintain this, the board reviews its skill and experience mix each year and seeks to recruit new trustees as and when necessary.

Appointment is made once an application for becoming a trustee is received by the charity and the board of current trustees have interviewed the candidate and voted. Usually the board is unanimous in its decision but if that were not the case then a majority vote would prevail.

Trustee induction and training

The current board of trustees provide any new trustee with an overview of the timetable of board meetings, copies of the recent minutes of meetings, the recent reports and accounts and explains their general and specific responsibilities.

Ongoing training is provided by the board of trustees as and when the need arises.

Risk management

The trustees are aware of the major risks to which the charity is exposed to and have plans in place to mitigate these as far as possible. A full risk review is usually undertaken annually by the trustees to ensure that all known and potential risks are mitigated as effectively as possible.

Organisational structure

Newcastle Staffs Foodbank is governed by its board of trustees that are responsible for the strategic direction and policy of the charity. The trustees also review performance on a monthly basis and discuss implementation of policy as and when required.

The day to day responsibility for the provision of the services rests with the regular volunteers. The trustees are however responsible for ensuring that the charity delivers the services specified and that key performance indicators as set by the trustees are met.

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 AUGUST 2022

OBJECTIVES AND ACTIVITIES

Objects of the charity

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The objects of the charity are the prevention or relief of poverty in the borough of Newcastle-Under-Lyme and surrounding areas in particular but not exclusively by providing emergency food supplies to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.

ACHIEVEMENTS AND PERFORMANCE

Review and summary of the year

Throughout the year the charity has continued to provide regular provision of food supplies to those in need through the generous time donated by volunteers. The trustees are very grateful to these volunteers and wishes to express their heartfelt gratitude to them.

FINANCIAL REVIEW

Review and summary of the year

The charity had net incoming resources of £61,012 (2021 - £19,056) for the year. This has arisen generally due to a significant increase in donations and grant funding being received.

Principal funding sources

The principal funding sources of the charity continue to be received from the very generous donors and grant funders that the charity is so very thankful to.

Reserves policy

In order to maintain the day to day running of the charity the trustees have agreed that an amount of no less than 3 months running costs should be available in reserves at any one point in time. This amounts to an amount of around £15,000.

In the year to 31 August 2022 the amount available in free reserves was £145,519 (2021 - £131,343). The trustees are continuing to expand on the valuable work that they undertake to help more and more in need which will continue to use the resources available to them.

NEWCASTLE STAFFS FOODBANK

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 AUGUST 2022

PLANS FOR FUTURE PERIODS

General plans

The charity will continue its current programme throughout the year and aims to attract more support both financially and voluntarily in providing emergency food supplies to individuals in need.

Plans in response to risk review

The trustees continually monitor risk and implement policy as and when necessary to mitigate that risk as far as possible. Currently COVID-19 measures to reduce the spread of the virus have been implemented and all volunteers must wear protective face coverings during their volunteering.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to:

- a. select suitable accounting policies and apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- d. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on and signed on its behalf by:

.....
M Heap - trustee

NEWCASTLE STAFFS FOODBANK

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWCASTLE STAFFS FOODBANK

FOR THE YEAR ENDED 31 AUGUST 2022

We report on the financial statements of the charity for the year ended 31 August 2022, which are set out on pages 6 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- (i) examine the accounts under section 145 of the Charities Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- (iii) to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- a) which gives us reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Daniel Styles (Independent examiner)

for and on behalf of Lifestyles Accountancy Limited

Dated:

NEWCASTLE STAFFS FOODBANK

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Donations and gifts	2	34,632	-	34,632	68,678
Grants received	3	8,250	71,067	79,317	3,100
Investment income	4	4	-	4	2
Value of donated food received		111,904	-	111,904	109,977
TOTAL INCOMING RESOURCES		154,790	71,067	225,857	181,757
RESOURCES EXPENDED					
Charitable activities	5	26,308	24,177	50,485	43,362
Value of donated food used		114,260	-	114,260	119,239
Governance costs	6	100	-	100	100
TOTAL RESOURCES EXPENDED		140,668	24,177	164,845	162,701
NET INCOMING RESOURCES FOR THE YEAR		14,122	46,890	61,012	19,056
Fund balances at 1 September 2021		131,543	14,539	146,082	127,026
Fund balances at 31 August 2022		145,665	61,429	207,094	146,082

The notes on pages 8 to 12 form part of these financial statements.

NEWCASTLE STAFFS FOODBANK

BALANCE SHEET

AS AT 31 AUGUST 2022

	Notes	Total funds 2022 £	Total funds 2021 £
CURRENT ASSETS			
Cash at bank and in hand		189,872	126,215
Debtors		-	343
Stocks		17,368	19,724
		<u>207,240</u>	<u>146,282</u>
CURRENT LIABILITIES			
Accruals		100	200
PAYE		46	-
		<u>146</u>	<u>200</u>
NET CURRENT ASSETS		<u>207,094</u>	<u>146,082</u>
FUNDS			
Restricted funds	7	61,429	14,539
Unrestricted funds		145,665	131,543
TOTAL FUNDS		<u>207,094</u>	<u>146,082</u>

Approved and signed on behalf of the board on by:

.....
M Heap - trustee

The notes on pages 8 to 12 form part of these financial statements.

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2022

1 ACCOUNTING POLICIES

a Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the FRSSE Statement of Recommended Practice (FRSSE SORP), "Accounting and Reporting by Charities" published in March 2015.

b Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements where relevant.

c Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. No amounts are included in the financial statements for services donated by volunteers.

Food and other goods donated to the charity for distribution to those in need are valued on an average cost price per kilogram which is the most efficient method. Trussell Trust advise that this is most appropriately calculated as £1.75 per kilogram, increasing to £2.37 per kilogram with effect from 8 September 2022.

d Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Fund raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management costs. Management and administration costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

Food and other goods distributed to those in need are also valued on an average cost price per kilogram which is the most efficient method. Trussell Trust advise that this is most appropriately calculated as £1.75 per kilogram, increasing to £2.37 per kilogram with effect from 8 September 2022.

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2022

1 ACCOUNTING POLICIES (continued)

e Fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including and incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Furniture and equipment - 20% reducing balance

f Stocks

Food and other goods that have been donated to the charity for distribution but held in storage as at the year end date are valued on an average cost price per kilogram which is the most efficient method. Trussell Trust advise that this is most appropriately calculated as £1.75 per kilogram, increasing to £2.37 per kilogram with effect from 8 September 2022.

2 VOLUNTARY INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations and gifts:				
General donations	34,632	-	34,632	63,646
Gift aid collected	-	-	-	5,032
	<u>34,632</u>	<u>-</u>	<u>34,632</u>	<u>68,678</u>

3 GRANTS RECEIVED

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Grants received	8,250	71,067	79,317	3,100
	<u>8,250</u>	<u>71,067</u>	<u>79,317</u>	<u>3,100</u>

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2022

4 INVESTMENT INCOME

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	4	-	4	2
	<u>4</u>	<u>-</u>	<u>4</u>	<u>2</u>

5 COSTS OF CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Staff salaries	14,985	9,727	24,712	26,089
Staff training	-	-	-	72
Food costs	100	5,426	5,526	2,402
Grants paid	-	-	-	1,150
Christmas care boxes	290	1,339	1,629	-
Warehouse rents	4,189	884	5,073	4,268
Computer costs	1,249	-	1,249	246
Telephone and internet costs	228	945	1,173	1,449
Furniture and equipment	1,110	2,000	3,110	-
Advertising and promotion	216	-	216	4,281
Postage and stationery	447	51	498	558
Electricity, gas and water costs	836	-	836	1,051
Legal and professional fees	772	3,553	4,325	1,140
Insurance	876	-	876	416
Bank charges	91	-	91	-
Travel costs	299	-	299	106
Sundry costs	620	252	872	134
	<u>26,308</u>	<u>24,177</u>	<u>50,485</u>	<u>43,362</u>

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2022

6 GOVERNANCE COSTS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Independent examination	100	-	100	100
	<u>100</u>	<u>-</u>	<u>100</u>	<u>100</u>

7 ANALYSIS OF FUNDS

	Balance at 1 Sep 21	Incoming Resources	Outgoing Resources	Balance at 31 Aug 22
Unrestricted funds:	<u>111,819</u>	<u>154,790</u>	<u>140,668</u>	<u>125,941</u>
Restricted funds:				
Axia Solutions Ltd	-	500	500	-
B & M covid	3,000	-	2,988	12
Coldfields Trust	-	2,000	649	1,351
Co-op Community Fund	-	2,578	2,327	251
Croner Law	8,720	-	3,554	5,166
Groundwork One Stop	161	-	161	-
Holy Trinity Catholic Church	-	1,915	-	1,915
Keele University	1,080	2,100	1,080	2,100
National Veterinary Association	-	2,000	2,000	-
Neighbourly Ltd	400	500	884	16
SLA Silverdale Parish Council	740	-	740	-
Staffs Community Fund - food	438	-	438	-
Trussell Trust	-	7,995	5,998	1,997
Trussell Trust Tesco Top-up	-	2,479	1,040	1,439
Trussell Trust Financial Inclusion	-	45,000	-	45,000
Western Power Hunger Fund	-	2,500	318	2,182
	<u>14,539</u>	<u>71,067</u>	<u>24,177</u>	<u>61,429</u>
Total funds:	<u>126,358</u>	<u>225,857</u>	<u>164,845</u>	<u>187,370</u>

All restricted funds are to be used for the purpose of furthering the charity objectives and are given to fund food costs, salaries and other sundry items as stated on receipt of the grants.

NEWCASTLE STAFFS FOODBANK

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 AUGUST 2022

8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	145,811	61,429	207,240
Current liabilities	(146)	-	(146)
	<u>145,665</u>	<u>61,429</u>	<u>207,094</u>

9 TRUSTEES REMUNERATION

No trustee received any remuneration or re-imbursement of expenses during the year.



NEWCASTLE-STAFFS FOODBANK STRATEGY DOCUMENT

TIME PERIOD

Our strategic plan is focused on the next 3 years, from 2021 to 2024, and will be reviewed annually in line with the Annual General Meeting.

CONTEXT

Our food bank is joining with the Trussell Trust to work towards the end of the need for food banks in the UK.

88% of the public think that hunger is a problem in the UK. After paying rent, people referred have on average £50 per week for all other essential costs like food, travel, clothing and bills. We don't think this is right – people should not need to use a food bank or other food support just to get through.

Based in the borough of Newcastle-under-Lyme, Newcastle-Staffs Foodbank was established in 2012 and is now entering into its 10th year. Since that first year, the number of people we have fed each year has fluctuated, but over the last 4 years we have seen an average year on year increase of 11%.

Looking at our local community, there are a number of issues which can lead people to need the support of the Foodbank. Whilst the number of pupils entitled to free school meals is slightly below the national average, it has been steadily rising over the last few years. At the other end of the scale, we have a higher proportion of lone pensioners than other areas, often on low incomes. We fall worse than average in many indicators of mental health including suicide rates and hospital admissions for intentional self harm. For those in work, earnings are less than neighbouring areas as well as the rest of the UK and there are a number of areas of the borough that rank highly in the Index of Multiple Deprivation statistics.

Pandemic consequences have swept more and more people into destitution, with an 89% increase in the need for emergency food comparing April 2019 to April 2020, and a 33% increase year on year according to the latest stats from Trussell Trust. Whilst we have not seen that level of increase in Newcastle-under-Lyme, we are aware that in the coming months a number of factors will create a perfect storm for low income families - the removal of the support mechanisms put in place due to the pandemic, rising energy prices, rising food prices due to supply issues to name 3- and may well drive more people to our foodbank.

VISION:

Our vision is a Newcastle-under-Lyme borough without the need for our Foodbank.

We want to work together with the Trussell Trust to create a more dignified, more compassionate, and more just society where everyone has enough money for the essentials.

MISSION:

Our mission is to distribute emergency food whilst working in partnership with other organisations to enable us to signpost effectively, giving people access to the help they need to address their underlying cause of crisis.

VALUES:

Newcastle-Staffs Foodbank is based on and guided by Christian principles, and our values provide a strong base for all that we do as we work towards achieving our vision:

COMPASSION: We welcome all who come through our doors regardless of background and stand with them as they face crisis. We will seek to help alleviate their crisis with a listening ear, prioritising their needs and concerns in the spirit of friendship.

JUSTICE: It is not right that anyone is facing hunger and poverty and we believe that everyone should have enough income to afford the essentials. By working in collaboration with others, we want to help create a fairer society.

COMMUNITY: We want to work together with others to create a more just society for all, sharing the responsibility to support those in our local community who are not able to speak up for themselves.

DIGNITY: We recognise the intrinsic value of each individual person. We will always protect the privacy of those we help and put their wellbeing above everything else.

STRATEGIC GOALS

Our food bank's strategic goals are:

- **Changing Communities:** We want to provide our community with a place where they can get the help they need to be able to afford the essentials.
- **Changing Policy:** We want to make sure that people with lived experience of poverty are heard and that their evidence is used sensitively to push for solutions to tackle the issues they face.
- **Changing Minds:** We want to encourage others to get involved with helping us campaign for better local provision and to increase understanding of poverty and what leads people to our foodbank.

HOW ARE WE GOING TO MOVE TOWARDS ACHIEVING THESE STRATEGIC GOALS?

CHANGING COMMUNITIES

Ensuring that our foodbank is sustainable – in terms of finance, stock and manpower.

- **Succession planning** – ensuring that our key roles have good succession plans, for example, what happens when the warehouse apprenticeship ends, what happens when a Trustee moves on, what happens when a key volunteer stops?
- **Funding** – ensuring that our fundraising is carried out with our strategic objectives in mind so that we target funding to enable us to move towards the end of the need for foodbanks. This will be detailed in a regularly reviewed Funding Strategy.
- **Training** – establishing a regular provision of training for volunteers – both in refresher training and new opportunities.

Looking at the wraparound support offered to clients.

- Developing **partnerships** with agencies who can make informed decisions to refer clients, as well as offering them the additional support they need to. Reviewing all existing agencies to improve the way people access the foodbank and make it available to all.
- Establishing **signposting pathways** for clients to ensure they get the help they need and improving signposting provision in our centres.
- Hosting services within our centres to give clients easy access to support.
- Taking joint action with referral partners if required to meet gaps in provision.

CHANGING POLICY

Looking at how clients voices can be heard.

- Implement simple ways for clients to feedback on our service, and contribute to future service development.
- Develop a plan of how to utilise **client stories** to change public perception on poverty within the local community, and to challenge policy makers.

Development of a Communications Strategy.

- Planning of **communications** with all stakeholders including timing and frequency.
- Using the communication plan to help define the 'identity' of Newcastle-Staffs Foodbank.
- Using the communication plan to engage with alternative food aid providers and communicate the strategic vision of the foodbank.

CHANGING MINDS

Engaging with our volunteers as the starting point for building momentum in our local area.

- Working with our volunteers to shift the emphasis from food provision to ending the need for foodbanks.
- Using the Assemble Volunteer Management system to make recruitment easier and to improve communication.
- Using the Peakon Survey tool to regularly get feedback from volunteers and involve them in future service development.

Increasing understanding of the drivers of food poverty.

- Local statistics shared with MP and councillors on a regular basis.
- Being part of Trussell Trust's campaigner team and encouraging others to get involved in Trussell Trust campaigns.
- Increasing **church support** and connection.
- Improving **school liaison** to raise awareness and understanding.