

Crowborough Foodbank

Charity registration number: 1194485

**TRUSTEES' REPORT AND RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED TO 31 MARCH 2023**

Trustees' Annual Report for the Crowborough Foodbank for the year ended 31 March 2023

Charity Name: Crowborough Foodbank
Charity registration number: 1194485

Objectives and Activities

The summary of the purpose of the charity as set out in its governing document.

The prevention or relief of poverty in Crowborough, East Sussex and the surrounding areas or such wider area as may seem appropriate from time to time by providing grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty and in particular by providing emergency food supplies and to help those in crisis including signposting to other agencies.

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.

The Crowborough Foodbank has really thrived over this period. On average 40 households a week are receiving food boxes delivered and this went up to 59 households before and during the Christmas period. The donations of actual food are now less than half of all the food given out, but this is made up by the considerable increase in financial donations which allows food to be bought by the firm Bankuet which delivers the food direct to The Old Winery. In addition purchases are made from Bookers.

Our longstanding Founder and Coordinator Freda Robinson retired in September 2022. Her involvement with the Foodbank has been invaluable and much appreciated. The Crowborough Foodbank moved to a new venue (The Old Winery at Barnsgate Manor Vineyard in Herons Ghyll) in August 2022. This was a big step for the Foodbank and the Trustees are mindful of the commitment that comes with a signed lease and responsibility for the Building. The Trustees have decided to ensure that there is always a years rent and expenses in reserve. Considerable expenditure was required to adapt the building but various grants were received to help with this. The venue is working very well with ample space for the storage and sorting of food. Further work was required to the warehouse to ensure proper ventilation over the winter months and also repairs to the roof to stop water ingress were carried out. The Trustees are aware of the invaluable work of volunteers and have organised various events to get the volunteers together, share information and build a team spirit. It has been decided that there will be an annual event to thank Volunteers in the summer and a training/information Evening in October.

The Trustees continue to review and check policies to ensure the safety and good practice of all our activities and interaction with volunteers and clients alike. As 2024 starts the Trustees are keen to focus on a financial review in light of all the activities and commitments of The Crowborough Foodbank. In conjunction with this, The Trustees intend to look at a vision for the Crowborough Foodbank and the possible need for a paid role in the future. The Trussell trust will help the Trustees with these processes. The Trustees are grateful to Sophie Greaves - The Trussell Trust Area Representative.

Trustee Mr Gerard Mapp resigned on 29th June 2022. On the 29th September the Trustees were delighted to appoint Mr Michael Cooke as Coordinator of The Crowborough Foodbank. This is an unpaid volunteer position at present. He brings a

wealth of experience to this vital role which ensures the smooth running of the Foodbank. The Foodbank Coordinator also liaises between the Management Committee and the Trustees. On the 6th June 2023 John Alexander resigned as a Trustee. He has worked tirelessly for the Foodbank both in the warehouse and as a Trustee. On the 6th September 2023 three new Trustees were appointed for the Crowborough Foodbank; Mrs Sue Hunt, Mrs Sandra Cornish and Mr Mark Bishop. On average 400 individuals were helped with 3000kg of food per month. This has made a big difference to those who have struggled with the cost of living. To know that there is discreet help for those who need it has made a big difference during difficult times. There is widespread support for the Foodbank by the local community and this is shown by the generous financial donations and commitment of time by dedicated volunteers.

The work of the Foodbank is facilitated by a large team of 120 volunteers incorporating: The Foodbank Coordinator, Client Contact team, warehouse sorting and packing team, collection team, drivers, publicity, IT coordinator, Treasurer and Trustees. At present Food is given out, in the main, on a delivery model which has continued from the pandemic and proves popular with clients.

The Foodbank has a steady flow of regular donors, many of whom give by standing order. This is a mixture of business and private donors. The Foodbank has been successful in getting several grants, some of which are restricted to the use of food purchase only or for payment of rent or specific items for the running of the Foodbank. The partnership with the local supermarkets has been an invaluable support providing both money, collection opportunity and community initiatives. In addition vouchers have been given from the local butcher and fish and chip restaurant.

The Trussell Trust provides excellent support, advice and encouragement to the Crowborough Foodbank.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Financial Review

The finances of the Crowborough Foodbank have been consistently healthy. As can be seen from the accounts the balance has risen considerably. Although it appears high the Trustees are conscious that we are now paying £18,000 in rent pa and electricity is £4000pa. It is projected that our annual expenditure on food could reach between £30,000 - £40,000pa. With added expenditure for maintenance of the building and sundry equipment these funds will be much needed.

Structure, Governance and Management.

The Crowborough Foodbank is a Charitable Incorporated Organisation whose only voting members are its Charity Trustees. It has a "Foundation" model constitution.

The Charity Trustees

The Charity Trustees are as follows, and are appointed for the following terms –

Bertie Pearce for 6 years

Matthew Colin Street for 5 years

Gerard Eugene Mapp for 4 years (Resigned on 27/6/22)

Sheila Foreman for 3 years
Andrew Jonathan Steen for 2 years
John William Alexander for 1 Year (Resigned on 6/6/23)
Susan Barbara Hunt for 3 years (appointed on 6/9/23)
Sandra Louisa Cornish for 3 years (appointed on 6/9/23)
Mark William Bishop for 3 years (appointed on 6/9/23)

There must be a minimum of three Charity Trustees. There is no maximum number of Charity Trustees that may be appointed to the CIO.

Appointment of charity trustees

(1) Apart from the first Charity Trustees, every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Charity Trustees.

(2) In selecting individuals for appointment as Charity Trustees, the Charity Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Crowborough Foodbank Trustees are appointed by the unanimous agreement of the present Foodbank trustees. The trustees will consider all applications and suggestions, while referring to the Eligibility guidelines below:

Eligibility for trusteeship

(a) Every Charity Trustee must be a natural person.

(b) No individual may be appointed as a Charity Trustee of the CIO:

- if he or she is under the age of 16 years; or
- if he or she would automatically cease to hold office under the provisions of clause 12(1)(e).
- Clause 12(1)(e) A Charity Trustee ceases to hold office if he or she is disqualified from acting as a Charity Trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(c) No one is entitled to act as a Charity Trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the Charity Trustees, or appoint a new Charity Trustee.

Reference and Administrative details

Crowborough Foodbank

Charity Number: 1194485

Names of the Charity Trustees who manage the charity

Bertie Holroyd Pearce Chairman
Rev Sheila Foreman. Secretary
Matthew Colin Street
Andrew Jonathan Steen
Susan Barbara Hunt
Sandra Louisa Cornish
Mark William Bishop

Charity's principal address:

All Saints Church,
Chapel Green,
Church Road,
Crowborough,
East Sussex, TN6 1ED.

Declarations

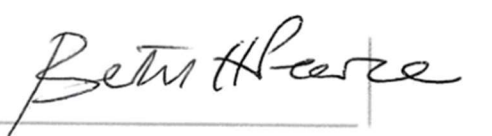
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees Signature(s)

Full name(s) MR BERTIE HOLROYD PEARCE

Position (Chair Of Trustees) CHAIR OF TRUSTEES

Date 29.01.24





Charity No. 1194485

Independent Examiner's Report to the Trustees of Crowborough Foodbank

I report to the trustees on my examination of the accounts of Crowborough Foodbank (the Trust) for the period ended 31 March 2022, which are set out on pages 4 to 5.

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 Trustee'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 giving me cause to believe that in any material respect:

- (1) accounting records were not kept in accordance with section 130 of the Act; or
- (2) the accounts do not accord with those records.

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.

A handwritten signature in purple ink, which appears to read "Jenny Dinnage".

Jenny Dinnage FCA
Chartered Accountant
ICAEW

Suite 3, 1 – 3 Warren Court
Park Road
Crowborough
East Sussex
TN6 2QX

Date: 05/02/2024

Receipts and payments accounts for the year ended 31 March 2023

Receipts and Payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2023 £	Total funds 2022 £
Receipts					
Donations in cash or vouchers	26,071	-	-	26,071	9,226
Donations gift aided	17,868	-	-	17,868	9,057
Gift aid received	4,288	-	-	4,288	-
HMRC interest received	7	-	-	7	-
Grants received	-	35,130	-	35,130	15,111
Sub total (Gross income for AR)	48,234	35,130	-	83,364	33,394
Asset and investment sales, (see table).					
Sale of investments	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	48,234	35,130	-	83,364	33,394
Payments					
Bankuet fees	418	-	-	418	-
Cleaning materials	93	-	-	93	-
Electricity	916	1,361	-	2,277	-
Food/household purchases & packaging	8,725	16,415	-	25,140	19,551
Insurance	944	-	-	944	298
Maintenance	450	-	-	450	598
Marketing	623	-	-	623	-
Professional fees	-	-	-	-	537
Rent & licence fees	5,250	11,995	-	17,245	2,788
Stationery	582	-	-	582	349
Subscriptions	539	-	-	539	136
Telephone	496	-	-	496	-
Training	-	21	-	21	414
Sub total	19,036	29,792	-	48,828	24,671
Asset and investment purchases, (see table)					
Equipment purchased	1,992	1,232	-	3,224	-
Improvements to premises	14,368	3,005	-	17,373	-
Sub total	16,360	4,237	-	20,597	-
Total payments	35,396	34,029	-	69,425	24,671
Net of receipts/(payments)	12,838	1,101	-	13,939	8,723
Transfer from Crowborough Foodbank (unregistered charity)	-	-	-	-	46,871
Transfers between funds	-	-	-	-	-
Cash funds last year end	52,695	2,899	-	55,594	-
Cash funds this year end	65,533	4,000	-	69,533	55,594

Crowborough Foodbank

Receipts and payments accounts for the year ended 31 March 2023

Statement of assets and liabilities at the end of the period

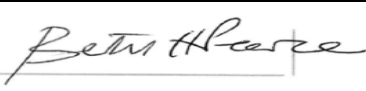
		Unrestricted funds £	Restricted funds £	Endowment funds £
Cash	Lloyds current account	64,886	4,000	-
	Bankuet account	647	-	-
				-
	Total cash funds	65,533	4,000	-
		Unrestricted funds £	Restricted funds £	Endowment funds £
Other assets	Stock of food	16,636	-	-
		-	-	-
	Total	16,636	-	-
		Fund to which asset belongs	Cost	Insured value
Assets retained for the charity's own use	Food storage equipment			
			-	
		Fund to which asset belongs	Amount due	When due
Liabilities	Licence agreement for warehouse - due in next 12 months	General	14,497	Over next 12 months
	Electricity & volunteer expenses	General	120	One month

There are no guarantees given or debts outstanding secured by any charge on the assets.

No trustees received any remuneration or expenses during the year.

There are endowment funds at present.

Signed on behalf of
all the trustees:

Signature


Name	Date of approval
Bertie Holroyd Pearce	04/02/2024