

Crowborough Foodbank

Charity registration number: 1194485

**TRUSTEES' REPORT AND RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED TO 31 MARCH 2024**

Trustees 'Annual Report for the Crowborough Foodbank Year ended 31 March 2024

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 moved to The Old Winery at Barnsgate Manor Vineyard, Herons Ghyll, East Sussex on September 3rd '22. Due to Foodbank area boundaries the Crowborough Foodbank's registered address is: All Saints Church, Chapel Green, Church Road, Crowborough, East Sussex. TN6 1ED. The trustees have signed a 3-5 year lease with a break clause after three years. The building is very well suited to the purposes of the Foodbank with lots of space for storage and packing. There is plenty of parking. The biggest downside to this move is the location of The Old Winery as it is situated outside the town of Crowborough. While there is a bus route on the A26, practical access is by car only.

In September '22 Mr Mike Cooke was appointed as Coordinator of the Foodbank. He has played a pivotal role in reorganising the Foodbank in the new premises as well as leading a remarkable team of volunteers. His enthusiasm and leadership skill as a former Headmaster have been invaluable. There has been a systematic update of policies, health and safety and safeguarding under his leadership. He has also overseen building repairs and improvements that have helped to make the Old Winery fit for purpose. He has also liaised sensitively with the Landlord and her agent over the division of expense for these improvements and repairs.

On average 400 individuals were helped with 3000kg of food per month. The average number of households helped per week ranges from 25-35. 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 volunteers incorporating: The Foodbank Coordinator, Client Contact team, warehouse sorting and packing team, collection team, drivers, publicity, IT coordinator, treasurer and trustees. In total

there are approx. 130 volunteers. Two events a year are held for the volunteers. A thank you BBQ in June and an Information Evening in October.

Food boxes are given out on a delivery-only model which has continued from the pandemic and has proved popular with clients providing a sense of dignity and normality to the food hand up we provide.

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. The partnership with the local supermarkets has been an invaluable support providing both money, collection opportunity and community initiatives. In addition coupons have been given from the local butcher and fish and chip restaurant.

The Trustees continue to work on a draft development plan as they look forward to the future success of the Crowborough Foodbank

The Trussell Trust provides excellent support, advice and encouragement to the Crowborough Foodbank. The Trustees completed a Trussell Trust Healthcheck with the help of Trussell Trust Area Manager Sophie Greaves. This highlighted the need to adopt the Trussell Trust Data Protection Policy.

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

Mrs Debbie Stevens was appointed Foodbank Treasurer in May '22 and has done a sterling job.

The finances of the Crowborough Foodbank have been consistently healthy. The balance on the 31 March 2024 was £90,218. The trustees are mindful that the Foodbank is committed to a commercial Lease to rent The Old Winery and that the cost of utilities and repairs is substantial. The trustees are also aware that it may be necessary to employ a Foodbank Coordinator in the near future with all the associated costs. The trustees have agreed that a years rent will be held in reserve at all times and are working on a Financial Reserves Policy in regard to anticipated future expenses. The trustees are encouraged and excited about the future of The Crowborough Foodbank.

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

Mr John Alexander retired as a trustee in June '23.

In September '23 Mr Mark Bishop, Mrs Sandra Cornish, Mrs Sue Hunt were appointed trustees of the Crowborough Foodbank.

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

Colin Mathew 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 3SS.

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)

Position (eg
Secretary, Chair, etc)

Date



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 2024, 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: 23/01/2025

Receipts and payments accounts for the year ended 31 March 2024

Receipts and Payments

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds 2024 £	Total funds 2023 £
Receipts					
Donations in cash or vouchers	37,416	-	-	37,416	26,071
Donations gift aided	13,919	-	-	13,919	17,868
Gift aid received	4,467	-	-	4,467	4,288
HMRC interest received	145	-	-	145	7
Grants received	500	34,691	-	35,191	35,130
Sub total (Gross income for AR)	56,447	34,691	-	91,138	83,364
Asset and investment sales, (see table).					
Sale of investments	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,447	34,691	-	91,138	83,364
Payments					
Bankuet fees	964	-	-	964	418
Cleaning materials	53	-	-	53	93
Electricity	3,569	-	-	3,569	2,277
Food/household purchases & packaging	17,697	20,910	-	38,607	25,140
Insurance	692	-	-	692	944
Maintenance	555	-	-	555	450
Marketing	200	-	-	200	623
Rent & licence fees	-	14,497	-	14,497	17,245
Stationery	216	-	-	216	582
Subscriptions	191	-	-	191	539
Telephone	645	-	-	645	496
Training	-	-	-	-	-
Vounteer expenses	758	-	-	758	21
Sub total	25,540	35,407	-	60,947	48,828
Asset and investment purchases, (see table)					
Equipment purchased	150	2,248	-	2,398	3,224
Improvements to premises	6,694	414	-	7,108	17,373
Sub total	6,844	2,662	-	9,506	20,597
Total payments	32,384	38,069	-	70,453	69,425
Net of receipts/(payments)	24,063	(3,378)	-	20,685	13,939
Transfers between funds	-	-	-	-	-
Cash funds last year end	65,533	4,000	-	69,533	55,594
Cash funds this year end	89,596	622	-	90,218	69,533

Crowborough Foodbank

Receipts and payments accounts for the year ended 31 March 2024

Statement of assets and liabilities at the end of the period

		Unrestricted funds £	Restricted funds £	Endowment funds £
Cash	Lloyds current account	85,304	622	-
	Bankuet account	4,292		-
				-
	Total cash funds	89,596	622	-

		Unrestricted funds £	Restricted funds £	Endowment funds £
Other assets	Stock of food	13,729	-	-
		-	-	-
	Total	13,729	-	-

		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	18,000	Over next 12 months
	Electricity & volunteer expenses	General	457	One month
	Food	General	85	Immediately

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
<i>Mark W Bishop</i>
<i>Bertie Houlton Pearce</i>

Name	Date of approval
MARK W BISHOP	22/01/2025
BERTIE HOULTON PEARCE	22/01/2025