



Crowborough Foodbank
Annual Report and Unaudited Financial Statements
for the financial year ended 31 March 2025

Redshield Business Solutions Ltd
Chartered Accountants
Suite 3, 1 - 3 Warren Court, Park Road,
Crowborough
East Sussex
TN6 2QX

Charity Number: 1194485

Crowborough Foodbank

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Crowborough Foodbank

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees

Rev Sheila Foreman
Mr Matthew Street
Mr Andrew Steen
Mrs Susan Hunt
Mrs Sandra Cornish
Mr Mark Bishop

Chairperson

Mr Bertie Pearce

Charity Number in England and Wales

1194485

Principal Address

The Old Winery
Barnsgate Manor
Herons Ghyll
TN22 4DB

Independent Examiner

Redshield Business Solutions Ltd
Chartered Accountants
Suite 3, 1 - 3 Warren Court, Park Road,
Crowborough
East Sussex
TN6 2QX

Crowborough Foodbank TRUSTEES' REPORT

for the financial year ended 31 March 2025

The trustees present their Trustees' Report and the unaudited financial statements for the financial year ended 31 March 2025.

In this report the trustees of Crowborough Foodbank present a summary of its purpose, governance, activities, achievements and finances for the financial year 31 March 2025.

Mission, Objectives and Strategy

Mission Statement

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.

Objectives

In our Development Plan 2024 we stated our aims as follows:

1. Through a voucher system to support weekly, low income households and individuals with a 3 day crisis food parcel of non-perishable goods, fresh fruit and vegetables, baking and hygiene products.
2. To provide people with a dignified way of accessing food and hygiene products.
3. To be able to discuss with Clients their needs through members of the Foodbank Client Team in weekly conversations by phone or texting.
4. To support our large number of volunteers, their needs and concerns and training through Team leaders, the Management Structure, the Trustees and policies.
5. To promote the Foodbank in the Community, Churches and Supermarkets to allow for donations of food, grants and financial support and provision for the Food-bank to operate successfully, and support, other local organisations and their needs.
6. To help reduce the reliance on Foodbank through vision and supporting the policies of Trussell Trust.

Structure, Governance and Management

Structure

The Crowborough Foodbank is a Charitable Incorporated Organisation whose only voting members are its charity trustees. It has a "Foundation" model constitution. There must be a minimum of three charity trustees. There is no maximum number of charity trustees that may be appointed to the CIO.

Governance

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 reappointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity

Crowborough Foodbank TRUSTEES' REPORT

for the financial year ended 31 March 2025
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.

The charity is managed on a day to day basis by the Coordinator of the Foodbank. He is assisted by volunteers.

Review of Achievements and Performance

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 been situated at The Old Winery at Barnsgate Manor Vineyard, Herons Ghyll, East Sussex since September 3rd '22. Due to Food-bank 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.

Our lease will be up for renewal in 2027. The rent is our biggest expense but the building is essential to our operations. We continue to use the 'Delivery Model' with boxes being delivered to client's houses. This is facilitated by a team of volunteers. Our Foodbank has been commended for our delivery model. The Trustees continue to review and discuss our use of The Old Winery.

In February 2025 Mr Mike Cooke announced that he would be stepping down as Coordinator of the Foodbank in October after three years in the role. He has been a fantastic coordinator. As a former headmaster his enthusiasm and leadership has been invaluable as he oversaw our move to Barnsgate and a wide ranging update of our practices and policies. 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. However the numbers have varied considerably over this time period with some weeks seeing a much smaller number of clients. The trustees continue to monitor this and compare with national trends. The Crowborough Foodbank 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.

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 to households to be used at the local butcher and this has had a hugely positive impact on clients who really appreciate the freedom to buy high quality produce of their choice. For this reason the trustees have decided to continue the voucher scheme with central funds when no grants are available.

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

On the 8th May 2024 the trustees approved the Crowborough Foodbank Finance Policy.

Our Aim: To oversee the Financial Operations of the Foodbank and protect against Financial Irregularities and Fraud. The policy has 15 points and will next be reviewed in March 2027.

Mrs Debbie Stevens has been our Foodbank Treasurer since May '22 and she does a sterling job.

At the beginning of April 2024 the Foodbank had a balance in excess of £90k.

Crowborough Foodbank TRUSTEES' REPORT

for the financial year ended 31 March 2025

The finances of the Crowborough Foodbank have been consistently healthy. The balance on the 18/02/25 was £105,688. 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. Our three year grant from The Trussell Trust of £15,000 pa towards our rent ended in August 2024. 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 approved a Financial Reserves Policy in regard to anticipated future expenses. The trustees are encouraged and excited about the future of The Crowborough Foodbank.

Approved by the Board of Trustees on 6 January 2026 and signed on its behalf by:

Mr Bertie Pearce
Chairperson

Mr Mark Bishop
Trustee

Crowborough Foodbank
STATEMENT OF TRUSTEES' RESPONSIBILITIES
for the financial year ended 31 March 2025

The trustees are responsible for preparing the financial statements in accordance with applicable law and regulations.

The 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 assets, liabilities and financial position of the charitable incorporated organisation as at the financial year end date and of the surplus or deficit of the charitable incorporated organisation and otherwise comply with the Charities Act 2011.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable incorporated organisation will continue in operation.

The trustees confirm that they have complied with the above requirements in preparing the financial statements.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charitable incorporated organisation 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 charitable incorporated organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees on 6 January 2026 and signed on its behalf by:

Mr Bertie Pearce
Chairperson

Mr Mark Bishop
Trustee

Crowborough Foodbank

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES OF CROWBOROUGH FOODBANK

I have examined the financial statements of the charitable incorporated organisation for the financial year ended 31 March 2025, which comprise the Financial Statements, the Accounting Policies and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011. The charity's trustees consider that an audit is not required for this financial year under Section 145 of the Charities Act 2011 and that an independent examination is required.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down by the general Directions given by the Charity Commission under section 145(5) of the Charities Act 2011; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charitable incorporated organisation and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 my examination, no matter has come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act 2011
- the financial statements do not accord with those accounting records
- there is further information needed for a proper understanding of the accounts to be reached.

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 financial statements to be reached.

Jenny Dinnage

REDSHIELD BUSINESS SOLUTIONS LTD

Chartered Accountants

Suite 3, 1 - 3 Warren Court, Park Road,

Crowborough

East Sussex

TN6 2QX

Date: 16 January 2026

Crowborough Foodbank FINANCIAL STATEMENTS

for the financial year ended 31 March 2025

	Notes	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Total 2025 £	Total 2024 £
Receipts and Payments Account					
Receipts					
Voluntary Income					
Donations and legacies		43,202	-	43,202	55,947
Investment Income					
Investments		159	-	159	-
Charitable activities:					
Income from charitable activities		-	24,027	24,027	35,191
Total receipts		43,361	24,027	67,388	91,138
Payments					
Charitable activities:					
Expenditure on charitable activities		24,769	24,649	49,418	70,453
Total payments		24,769	24,649	49,418	70,453
Net receipts/(payments) for the financial year					
Balances brought forward at 1 April 2024		18,592	(622)	17,970	20,685
		89,596	622	90,218	69,533
Balances carried forward at 31 March 2025		108,188	-	108,188	90,218
Statement of Assets and Liabilities					
Cash funds					
Bank and cash		108,188	-	108,188	90,218
Other monetary assets					
Stock	2	18,793	-	18,793	13,729

Approved by the Board of Trustees and authorised for issue on 6 January 2026 and signed on its behalf by

Mr Bertie Pearce
Chairperson

Mr Mark Bishop
Trustee

Crowborough Foodbank

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 March 2025

1. GENERAL INFORMATION

Crowborough Foodbank is a charitable incorporated organisation registered in England. The registered office of the charitable incorporated organisation is All Saints Church, Chapel Green, Church Road, Crowborough, TN6 1ED which is also the principal place of business of the charitable incorporated organisation. The financial statements have been presented in Pound (£) which is also the functional currency of the charitable incorporated organisation.

2. STOCKS	2025 £	2024 £
Stock of food	18,793	13,729

3. ASSETS RETAINED FOR THE CHARITY'S OWN USE

Food storage equipment

4. LIABILITIES	2025 £	2024 £
Licence agreement for warehouse - due in next 12 months	16,500	18,000
Electricity & volunteer expenses	305	457
Food purchases	915	85
Marketing expenses	29	-
	17,749	18,542

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

5. TRUSTEES' REMUNERATION AND EXPENSES

No trustees received any remuneration or expenses during the year.