



**Haywards Heath Foodbank CIO  
Annual Report and Accounts**

**For the 6months ended**

**31<sup>st</sup> March 2022**

**Charity Registration Number: 1195937**

## Contents

Charity Information and Administrative Details	3
Trustees Report	4 - 7
Financial Statements	8
Notes to the Financial Statements	9

## Charity Information and Administrative Details

Registered charity number	1195937
Registered name	Haywards Heath Foodbank (CIO)
Registered office	9, Sussex Road, Haywards Heath, RH16 4DZ
Principal Bankers	CAF Bank
Insurers	Markel Limited

## **Trustees Report**

The Trustees of the Trust present their Report and Annual Accounts for the six months ended 31<sup>st</sup> March, 2022.

### **Trustees**

Barry Prior	(Chair of Trustees)
Michael Downes	(Trustee & Hon Treasurer)
Peter Brown	
David Goodchild	
Rob McWilliam	
Jill Sargent	
Leslie Shilling	

### **Structure, Governance and Management**

Haywards Heath Foodbank was originally formed under a Trust Deed dated 28<sup>th</sup> October 2011, and achieved charitable status on 6<sup>th</sup> March 2012. On 27<sup>th</sup> September 2021 the Charity Commission approved an application to change its structure to a CIO (Charitable Incorporated Organisation) under a new charity number, 1195937.

The charity's objectives, through a Christian initiative, is the prevention and relief of poverty in Haywards Heath and the surrounding areas, in particular but not exclusively by

- a/ providing local people in crisis and need with emergency food supplies - a minimum of three days' supply of nutritionally balanced foodstuffs and
- b/ by the provision of such other help for the beneficiaries including signposting for relevant information and to other advisory services, as may be required.

The charity is an affiliated member of the Trussell Trust Foodbank Network, which operates a 'social franchise' model whereby it provides member organisations with procedural support and advice.

Trustees have responsibility to manage the financial and legal administration of the funds of the charity and are appointed for a period of three years. Trustees constitute the board of the charity and meet a minimum of four times annually.

The Chair circulates an agenda in advance of each meeting. Minutes are taken, in which decisions and actions are recorded. Following the meeting, draft minutes are circulated by the Chair, with final minutes being approved at the following trustees meeting.

### **Risk management**

The Trustees identify risks and regularly review both the potential risks to which the charity is exposed and the processes in place to manage those risks-

## Objectives and Activities – overview:

Board Trustees including the Chairman and Treasurer, have further responsibilities to determine policy, objectives and strategies, as well as governance. A 'Management Group' including Trustees, meet regularly to implement policy and manage day to day operations via a part time and paid Project Co-ordinator reporting to the Chair.

A pool of more than 35 volunteers support the running of all areas of the organization including a warehouse; a distribution centre; food collections at supermarkets, churches and other community organisations; client deliveries, fundraising; Agency network development plus other essential and administrative functions.

Front line professional carers from Social Services, CAB, Medical Practices, Job Centres, Schools, Churches and other local organisations form our Agency network of more than 80 outlets. They identify clients in need, and 'issue' a (Haywards Heath) Foodbank voucher, which is then forwarded electronically to the foodbank for list building and delivery scheduling. Three days of non-perishable and nutritionally balanced food supplies – equivalent to 9 meals – are then delivered to clients homes.

As an affiliated member of the Trussell Trust national Foodbank Network, Haywards Heath Foodbank is assessed for its competence in terms of Governance and Management overall as well as its operational capability. Previous 'Quality Audits', undertaken by Trussell Trust, have identified the foodbank as a highly rated organization. The next audit is anticipated during 2023.

**The key Objective for 2021/2** was to ensure that benefits resulting from the structural change to a CIO would support future strategic plans, including potential operational changes. Some have already been met. The enhanced legal status a CIO provides has enabled:

- a move forward in the foodbank's search for new premises (ability to enter a contract in its own name); ongoing.
- the employment of our first Foodbank Manager in January 2022
- better Trustee protection through limited liability; ongoing.

**NB** It is important to note during this time (27Sep21 to 31Mar22) that negotiations with Trussell Trust concerning its acceptance of Haywards Heath Foodbank as a CIO, and our decision to accept Trussell Trust's vision for the future, were ongoing.

By 31<sup>st</sup> March 22 we agreed:

- to support Trussell Trust's vision and future strategy with 'Together for Change' – a vision to 'eliminate the need for foodbanks within 5 years', in March '22
- to renew (in principal ) the franchise agreement with Trussell Trust for a further 3 years and so benefit from continued access to opportunities offered nationally but applied locally..... e.g. development grants, volunteer and trustee specialist training, branding, marketing initiatives, and more. To be effective April 2022.

## Financials

With the 'new' CIO status Haywards Heath Foodbank has become a new entity with a new charity registration number. A new bank account with CAF (Charity aid Foundation) Bank has also been established (January 2022) separating it from transactions under the former Trust (Lloyds Bank).

However, until such time as the CIO is fully established, with all assets transferred across from the former Trust, all financial activities in this financial period were administered through the Trust (Lloyds Bank) facility, and reported to the Charity Commission through the Trusts's separate Report & Annual Accounts as at 30<sup>th</sup> April 2022.

## Foodbank in the Community

Haywards Heath Foodbank is very much a community project underpinned by several local, multi-denominational churches. It is run by local volunteers for local people in crisis. It is well-supported by WSCC, MSDC and Haywards Heath Town Council as well as several organisations within the business community. Local schools, scout groups, voluntary groups and the public at large are also great supporters.

**Overall** HHFB has been most grateful for the incredible and continuing response to our appeals for help with donations of food, money, volunteers and other resources. The support comes from all sectors of the community..

### For 2022/23 our main objectives will be to:

- continue to provide good support for those in need in our community, and to recommence a collection service, which enables face to face client contact at the Distribution Centre, when conditions allow.
- conclude our search for a permanent home where all aspects of our operation can be housed under one roof (*Distribution Centre/Warehouse/ Administration*)
- maximize the opportunity for support made available through the renewed franchise agreement with Trussell Trust (grants, training, governance)
- support Trussell Trust's vision to end the need for foodbanks in 5 years time, when everyone has the income and support to get by plus....
- develop our commitment to this vision via its 'Together for Change' future strategy.

## Reserves policy

In line with Charity Commission guidance, the Trustees reviewed their policy on unrestricted funds and consider that when fully operational Haywards Heath Foodbank (CIO) should retain the equivalent of at least 12 months operating costs.

## Public Benefit Statement

The Trustees confirm that they have complied with the duty set out under section 4 of the Charities Act 2006 to have due regard to the Charity Commission's guidance on public benefit 'Charities and Public Benefit' in developing the objectives for the year and in planning activities.

## Statement of Trustees' responsibilities

Charity law requires the Board of Trustees, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Trustees should follow best practice and are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the applicable Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 charity and to enable them to ensure that the financial statements comply with relevant legislation. 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.

## Approval

This report was approved by the Board of Trustees on 16<sup>th</sup> January, 2023 and signed on their behalf by:

  
.....  
**Barry Prior (Chair of Trustees)**

**Statement of Financial Activities**  
**(Incorporating the Receipts and Payments Account)**  
**For the period to 31<sup>st</sup> March 2022**

	Notes to the accounts	Restricted Funds	Unrestricted funds	Total 6months 31/03/22
		£	£	£
<b>Incoming resources</b>				
Transfers	1	0	492	492
<b>Total income</b>		0	492	492
<b>Resources expended</b>				
Direct charitable costs		0	0	0
<b>Net income</b>		0	492	492

**Statement of assets and liabilities**

**As at 31<sup>st</sup> March 2022**

	Notes to the accounts	30 Mar-22 £
<b>Current assets</b>		
Cash at bank and in hand		492
<b>Net current assets</b>		492
<b>Net assets</b>		492
<b>Funds</b>		
Restricted funds		0
Unrestricted funds		492
<b>Total Funds</b>		492



**Haywards Heath Foodbank CIO**

**Notes to the Accounts**

**For the period ending 31<sup>st</sup> March 2022**

**1. Accounting policies**

**Basis of Preparation**

The accounts have been prepared on Receipts and Payments basis.

**Income**

Income represents amounts transferred from the charity Haywards Heath Food Bank (reg: 1146247) from which the charity operated up until 30 April 2022.