



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

**For the 12 months ended**

**31<sup>st</sup> March 2023**

**Charity Registration Number: 1195937**

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## Charity Information and Administrative Details

Registered charity number	1195937
Registered name	Haywards Heath Foodbank (CIO)
Registered office	9A Delaware Road, Haywards Heath, RH16 3UX
Principal Bankers	CAF Bank
Insurers	Markel Limited

## **Trustees Report**

The Trustees of the Charitable Incorporated Organisation present their Report and Annual Accounts for the year ended 31st March, 2023.

### **Trustees**

Barry Prior  
Michael Downes        (Trustee & Hon Treasurer)  
Peter Brown  
David Goodchild  
Rob McWilliam        (Chair of Trustees)  
Jill Sargent  
Susan Osborne  
Joan Galelli

### **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 to ensure good governance. A 'Management Group' including Trustees, meets regularly to implement policy and manage day to day operations via a part time and paid Foodbank Manager 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 (TT) national Foodbank Network, Haywards Heath Foodbank is assessed for its competence via a TT Governance Heath Check, (GHC).

The GHC in 2023 has found Haywards Heath Foodbank to be **outstanding** in the key areas of activity including:

**Governance arrangements; Management & Insurance;  
Finance & Accounts; Safeguarding; Data Protection**

**Our main objective for 2022/3** was to ensure that benefits resulting from the structural change to a CIO would continue to support future strategic plans, including potential operational changes. Objectives met included:-

- **People:**

April '22: Reconfirmed position of Foodbank Manager

Sept '22: Appointed 2 new trustees to expand Board experience

Oct '22: Appointed an Administration Assistant

- **Property**

Feb '23; Relocated to 'fit for purpose' affordable premises large enough to accommodate all foodbank activities under one roof. This followed a 9 year search.

- **Strategy**

April '22 onwards: confirmed our agreement to support the Trussell Trust vision and future strategy with 'Together for Change' – a vision to 'eliminate the need for foodbanks within 5 years', - and renewed its franchise agreement for a further 3 years (providing benefits including access potential to development grants, volunteer and trustee specialist training, branding, marketing initiatives, and more.

## Financials

Effective 1<sup>st</sup> May 2022 Haywards Heath Foodbank (CIO) had replaced the Trust charity all funds were transferred from Lloyds Bank plc to CAF Bank Ltd in preparation for the closure of the Lloyds Bank plc account as well as the closure of Haywards Heath Foodbank (Trust) on 14<sup>th</sup> November 2022, as donations had continued to arrive.

The start of the new financial year was 1<sup>st</sup> May running to a 31<sup>st</sup> March, 2023 (11 months) to re-establish our link in with a conventional accounting year end. Our financial status continued to strengthen with available reserves at £159,923 compared with £119,144 (30<sup>th</sup> April, 2022). We had received £16,250 in grant aid from a number of Council sources - that combined with our almost £16,000 in other increased donations to lift our bank balance by a net £39,356.

We made the decision to move, using a 5 year lease agreement to Delaware Road (185 square metres) costing us an annual fee of £15,000 plus affiliated annual costs of a few hundred pounds. Our past year annual costs of £38,988 will therefore increase to a budgeted level of £57,908 which also includes another significant allocated cost budgeted for purchase of a good van for our deliveries. The potential van cost savings over the next few years is forecast to amount to £5,000 annually after we have used our existing grants to pay up to £25,000 to make such purchase. A team led by David Goodchild will be making a purchase proposal to the trustees' board to seek approval. We had of course the previous benefit of zero rent costs at Hurstwood Grange.

Donations apart from the grants amounted to £65,033 compared with £49,125 (2021/2022). Total costs in comparison were £38,988 marginally lower than the prior year at £40,735, although one needs to adjust on each of the figures above by the recognition that we are comparing 11 months revenue/costs with a 13 month prior period. Therefore, the directly comparable uplifts are: 57% increase in donations and 20% increase in comparable costs, after comparing like with like 11month periods of 2021/2022 with 2022/2023. ignoring grants

Increases were highlighted in £1,574 removal costs: £2,414 legal fees; £4,675 staff salaries. Savings had been made elsewhere in van running costs: warehouse costs (closure of Janes lane) - equipment costs.

## Activity 2022/23

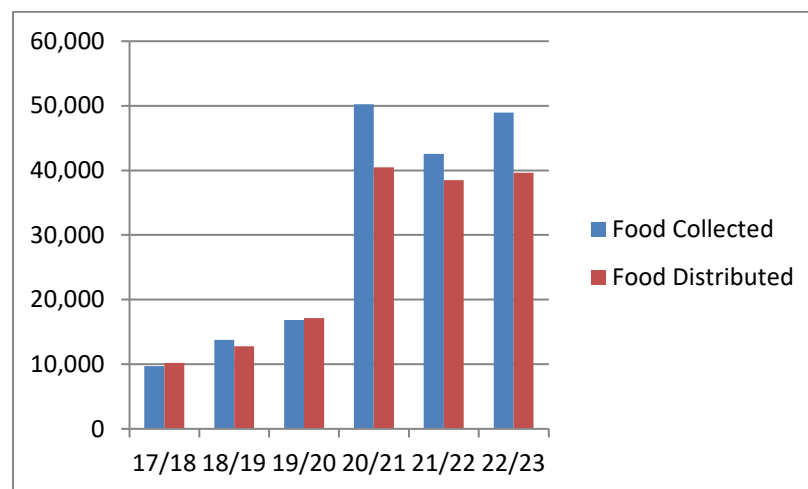
### Food Collected & Distributed in Kgs

The local community continues to be fantastically generous - food donations grew by 15% to 49,000kgs, just short of the total at Covid-19's peak, yet almost 3 times the pre pandemic level.

Food deliveries to clients totaled 40,000kgs (averaging 9.2kgs per client, a 30% increase over the immediate pre pandemic year).

A further 7,500kgs was donated to other nearby foodbanks which were in short supply of essential food items.

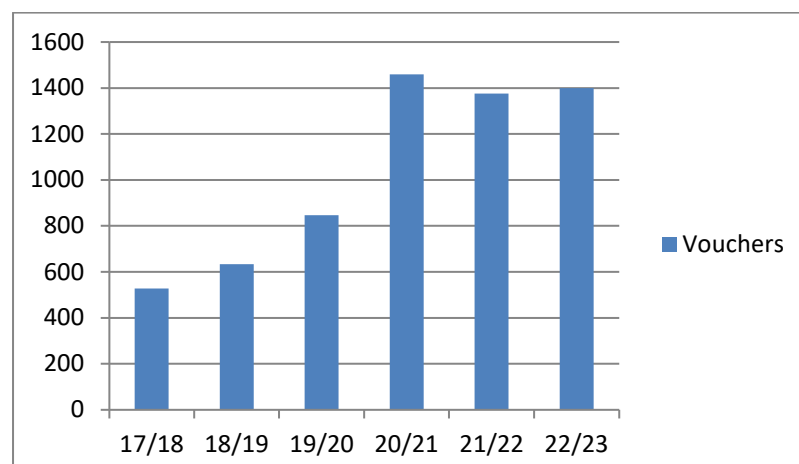
### Food Collected & Distributed (Kgs)



### Vouchers Issued

The number of vouchers issued to families in 2022/23 was very close to the previous year - 1,399 v 1,376. The weekly average of 27 compared with 28 at the Covid-19 peak and just 17 pre-Covid. The family size per voucher has fallen by 6% to 3.1 compared with 2.8 pre-pandemic and 3.5 at its peak.

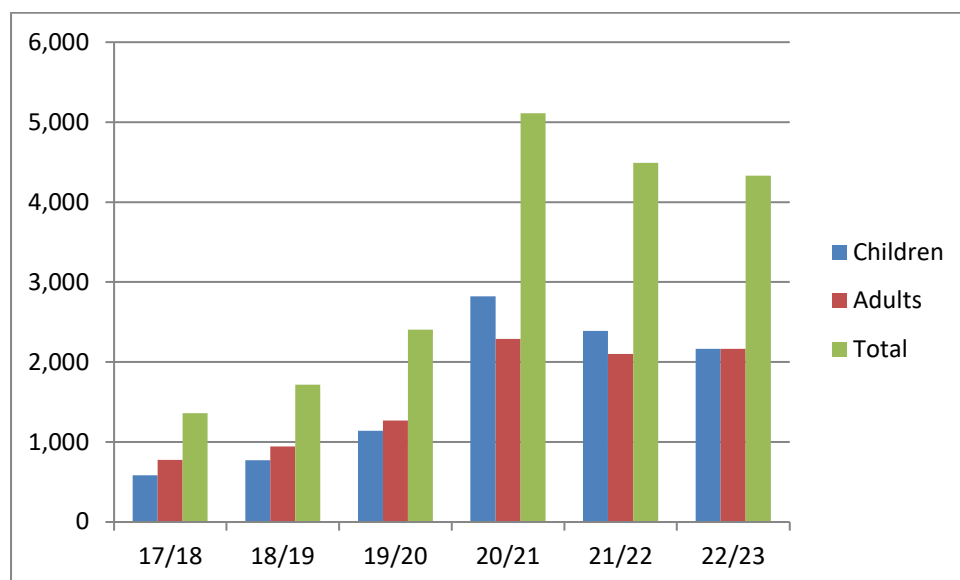
### Vouchers Issued by the Agency Network



## Client Numbers

The number of clients supported fell by just 163 to 4,329 – the adult/child ratio has narrowed slightly to 50/50. The weekly average remained static at 85, almost double the immediate pre-Covid level.

### *Number of clients Supported*



## Warehousing

The biggest operational challenge over the past several years has been to find affordable premises large enough to house all the foodbank's needs under one roof and located close enough to Haywards Heath's town centre for the convenience of volunteers, stakeholders and clients alike. In February 2023 HHFB relocated from its temporary facility (generously loaned by a local businessman for almost 2 years) to new, 'fit for purpose' leased premises, with enough room to undertake key roles for collecting, weighing, sorting, and packing for deliveries. There is additional space to accommodate the Foodbank's new subsidiary BabyBank facility opened on 1<sup>st</sup> February 2023, as well as room for the re-opening of its 'client-collect' service currently under review.

## Volunteer numbers

This has remained consistent over the past 3 years at around 35, and the new premises have enabled substantial operational and service delivery efficiencies.

The Board of volunteer trustees was expanded to 8 to broaden its depth and experience.

## Babybank

Launched in February 2023, Haywards Heat Babybank, a spin off from the foodbank, was created to help alleviate child poverty in homes within the town and surrounding areas, to support families in need at times of financial and emotional stress. The Babybank is a simple yet effective idea where good quality pre-loved and new baby items donated by members of the community are collected and then redistributed to families in need, free of charge, via the existing Foodbank referral system.



## **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 West Sussex County Council, Mid Sussex District Council, Haywards Heath Town Council as well as several organisations within the business community, local schools, scout groups, voluntary groups and the public at large.

The MSVA (Mid Sussex Voluntary Association) supported successful grant applications to the National Lottery and Sussex Community Foundation, to fund transport and some staff costs.

**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 2023/24 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.
- 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 should be entitled to have enough money to buy food in their own right
- develop our commitment to this vision via its 'Together for Change' future strategy.
- seek opportunities to further develop the Board in its mission to provide the very best service to enable HHFB to broaden its support for those in need in the community.

## **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

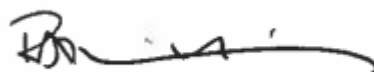
Charity law requires the Board of Trustees, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and resources expended for the period. In preparing those financial statements, the Trustees should 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 20<sup>th</sup> September 2023 signed on their behalf by:



MR R A MCWILLIAM  
CHAIR OF TRUSTEES

## **Independent Examiner's Report**

### **Independent Examiner's Report to the Trustees of Haywards Heath Foodbank CIO**

**Year Ended 31st March 2023**

I report to the trustees on my examination of the accounts of the CIO for the year ended 31<sup>st</sup> March 2023.

#### **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 Trust'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 respect of the Trust as required by 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.



Kim Lo FCA  
Chartered Accountant (ICAEW)

Date 22 September 2023

PRB Accountants LLP  
Kingfisher House  
Hurstwood Grange  
Hurstwood Lane  
Haywards Heath  
RH17 7QX

**Statement of Financial Activities**  
**(Incorporating the Receipts and Payments Account)**  
**For the period to 31<sup>st</sup> March 2023**

	Notes to the accounts	Restricted Funds	Unrestricted funds	Year ended 31/03/23	Total 6months 31/03/22
		£	£	£	£
<b>Incoming resources</b>					
Grants	2	16,250	-	16,250	
Donations	3	-	55,882	55,882	
Transfers	1	636	125,075	125,711	492
<b>Total income</b>		16,886	180,957	197,843	492
<b>Resources expended</b>					
Direct charitable costs	4	14,819	24,169	38,988	0
<b>Net income</b>		2,067	156,788	158,855	492

**Statement of assets and liabilities**

**As at 31<sup>st</sup> March 2023**

	Notes to the accounts	30 Mar-23 £	30 Mar-22 £
<b>Current assets</b>			
Cash at bank and in hand	5	159,347	492
Prepayments	6	1,500	-
<b>Net current assets</b>		160,847	492
<b>Current liabilities</b>			
Liabilities:	6	(924)	-
<b>Net assets</b>		159,923	492
<b>Funds</b>	6		
Restricted funds		2,067	-
Unrestricted funds		157,856	492
<b>Total Funds</b>		159,923	492

**Haywards Heath Foodbank CIO**  
**Notes to the Accounts**  
**For the year ending 31<sup>st</sup> March 2023**

**1. Accounting policies**

**Basis of Preparation**

The accounts have been prepared on Receipts and Payments basis. Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

**Income**

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

Other income represents the total value of grants and donations received.

**Note 2. Grants (restricted)**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>From public bodies</b>		
West Sussex County Council	13,750	
Haywards Heath Town Council	2,500	
<b>From charitable organisations</b>	-	
<b>Total Grants Received</b>	<b>16,250</b>	<b>-</b>

**Note 3. Donations Received**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Corporate Donations	26,506	
Individuals' Donations	12,732	
Charity Aid Foundation	1,069	
Church Donations	1,100	
Community Organisation Donations	13,705	
Other donations	770	
Gift aid	-	
<b>Donations Received</b>	<b>55,882</b>	<b>-</b>

**Note 4. Direct charitable costs**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Staff costs*	14,937	
Warehousing costs and rent	7,378	
Promotional materials	203	
IT and communications	261	
Insurance	393	
Travel costs	162	
Cleaning	657	
Vehicle Costs	6,979	
Equipment and renovations	3,568	
Payments for Independent examination	594	
Administration and office costs	738	
Food purchases	31	
Baby bank*	433	
Legal expenses	2,414	
Other expenses	240	
<b>Direct charitable costs</b>	<b>38,988</b>	<b>-</b>

\*Donates restricted expenditure

**Note 5. Cash and Bank and in Hand**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Cash at Bank	158,700	492
Cash in Hand	647	-
<b>Cash and Bank in Hand</b>	<b>159,347</b>	<b>492</b>

**Note 6. Funds**

	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Opening balance at 1st April 2022		492	492
Income	16,250	55,882	72,132
Less: Expenses	(14,819)	(24,169)	(38,988)
Transfers	636	125,075	125,711
Add: prepayment: rent deposit	-	1,500	1,500
Less: creditor: independent examination fee	-	(924)	(924)
<b>Funds at 31st March 2023</b>	<b>2,067</b>	<b>157,856</b>	<b>159,923</b>

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

**Note 7. Trustees' remuneration**

Trustees received no expenses, remuneration or benefits in this period.