

# AMBLE FOODBANK

England & Wales · Charity number 1196268

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2021-10-25

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Trinity Methodist Church  
26 Percy Street  
Amble  
Northumberland  
NE65 0AG

**Phone** 07922739892

**Email** [amblefb@gmail.com](mailto:amblefb@gmail.com)

## Activities

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**Objects:** THE RELIEF AND PREVENTION OF POVERTY FOR THE PUBLIC BENEFIT IN AMBLE, WARKWORTH, HADSTON AND SURROUNDING AREAS BY MEANS OF FOOD PROVISION , INFORMATION, ADVICE, GUIDANCE, EDUCATION AND ANY OTHER MEANS DEEMED APPROPRIATE BY THE TRUSTEES.

**Activities:** Amble Food Bank helps members of its surrounding local communities who are struggling financially and need support via the provision of a food parcel that they receive fortnightly. All clients get referred to us through an official agency which assesses whether they are eligible for a food parcel. We also signpost clients to other agencies if they are in need of additional support.

## Classification

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- **How:** Provides Services
- **What:** The Prevention Or Relief Of Poverty
- **Who:** The General Public/mankind

## Geography

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- Northumberland

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£41,895	£34,325	-	-
2023-12-31	£40,995	£34,405	-	-
2022-12-31	£31,592	£17,939	-	-

## Trustees

Name	Role	Appointed
<b>Paul Russell Newman</b>	Chair	2025-01-01
Kathleen Wilson		2026-01-01
Kenneth Moore		2026-03-01
Marion McKenzie-Long		2022-11-01
Michael Bendall		2026-01-01

**AMBLE FOODBANK**

England & Wales - Charity number 1196268

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# Accounts

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**AMBLE FOOD BANK**  
**ANNUAL REPORT**  
for the  
**ANNUAL GENERAL MEETING**  
**November 2024**



## **Introduction**

This is our third annual report. Amble Food Bank (AFB) became a registered charity in October 2021 (Registered Charity Number 1196268). It is also now registered with HMRC and donors are able to Gift Aid their donations. It continues to have its base at Trinity Methodist Church on Percy Street, Amble.

AFB is run by a group of 25 volunteers, five of whom are trustees. This number has increased over the last year to help cope with the rising demand for food parcels and increasing duties of the team. We are a voluntary organisation serving the Amble and its surrounding communities. Three of the trustees have specific executive roles:

**Terry Long - Chair**

**Lynne Morelli - Secretary**

**Colin Scammell - Treasurer**

All volunteers coming into contact with clients have gone through Disclosure Barring Service (DBS) checks, and volunteers also regularly refresh their safeguarding awareness training, along with any other relevant training (see 'Safeguarding' section). In addition there are two named Designated Safeguarding Leads who have also undertaken specific Designated Person for Safeguarding Adults and Children training. We make it our duty to care about the welfare of our clients, and there have been some occasions when we have had concerns about individual clients that we see on a regular basis and we have referred them to the One Call team to be assessed by them (see 'Safeguarding' section).

Our clients live in the Amble, Warkworth, Hadston, Broomhill and Red Row areas and receive a food parcel on a fortnightly basis. Very occasionally, clients who are in real need and, upon referral, have no food at all, receive a food parcel on a weekly basis for a short, limited amount of time. Deliveries go out every Tuesday and Thursday morning, 51 weeks a year. The total number of clients fluctuates, depending on clients' individual circumstances, but it can vary between 50 and 100 (see 'Data' section).

AFB has robust referral and review policies. Clients can be referred through a number of channels. These may include Northumberland Communities Together, a GP, social worker, Health Visitor, school or church. Clients sometimes self-refer. No individual or family is refused a food parcel, but after receipt of their first one, clients are requested to acquire a referral from an official agency – usually via Northumberland Communities Together, unless they have a key worker. All clients are reviewed on an approximately 3-4 monthly basis and require a fresh assessment and referral in order to continue receiving a food parcel. Records of all clients and referrals are kept in accordance with GDPR.

Food parcels are designed to supplement an individual's, couple's or a family's general food shopping. They contain staple ambient goods such as pasta, rice, cereals, pasta sauce, and a variety of tinned items, such as soup, meat, fish, vegetables etc. They will also receive toiletry items if these are available. Upon referral, we always find out if new clients have any specific dietary requirements or allergies. Occasionally we will receive a referral informing us that they have scarcely any food in. Up until recently they would receive an enhanced parcel containing fresh goods (such as bread, meat, cheese and fruit). Recently it was agreed that we would give such clients a £15 Morrison's gift card. This gives clients autonomy so

that they are then able to choose their own food. It also alleviates the pressure on volunteers who otherwise would have to shop specifically for these items. A record is kept of all gift cards handed out.

All food is stored at our base. As well as ambient goods, we also store frozen and refrigerated items in a chest freezer and a fridge/freezer. We were inspected by Environmental Health at the start of 2022 and received a five star Food Hygiene rating and were deemed to be “a well run food bank.”

We rely on the local communities for donations of food to AFB. Members of the public can donate food items at Amble Co-op, Hadston Co-op, Amble Tesco Express or they can purchase a pick-up bag from Amble Morrison’s. AFB works very closely with all supermarkets, and volunteers collect this food several times a week.

AFB has also signed up to the Neighbourly scheme and we have linked up closely with Aldi in Alnwick and also shop weekly from them. Being part of this scheme has enabled us to sign up as a ‘primary collector’ and we are able to collect fresh surplus items on a weekly basis, as well as collect ambient items from their community bin. Fresh items from here, the weekly Co-op Food Share scheme every Sunday (where the Co-op donates any fresh surplus items to AFB and we deliver to clients in need that day) and from HMP Northumberland Farm Shop every Friday all help to enhance the food parcels that our clients receive.

We also have collection tins at the Co-op, the Farm Bakery, The Boat Shed Gallery pod at Amble Harbour Village and the HMP Northumberland Farm Shop. Local schools and churches regularly collect food items that they donate to AFB, especially around Harvest Festival. Heatherdale Care home in Broomhill continue to collect food donations for us in conjunction with Iceland Morpeth. There are also some small local businesses and organisations who donate food to AFB, including Amble Women’s Institute and the Coastal Crafts Club who donate on a regular basis. The local communities are always especially generous around Christmas time when we always receive an increase in monetary donations. We were also fortunate Christmas 2023 to receive, in addition to our regular donations, food items from James Calvert Spence College, Drywater Arts and Styles by Helena (it is impossible to mention all in this report).

We have also received generous donations from a number of north east businesses through their community funds. (Pacifica regularly donates 200 food items to AFB). In the past, financial donations from business community funds have been spent on lunch items to help our families feed their children over various school holidays. But this year we made the decision to stop handing out lunch items during the school holidays. This was partly due to the added pressure of having to do additional large shops for items that then also needed to be delivered, but also as parents/carers are now in receipt of vouchers to support them during the school holidays and are less in need.

In addition, we are fortunate to receive some one off monetary donations to our bank account and a number of individuals have set up standing orders (see ‘Finances’ section). Where possible, we encourage donors to Gift Aid their donations. As mentioned above, we are now registered with HMRC for this purpose.

In December 2023 a Bingo fundraising event was organised in aid of AFB. This was well attended and raised £318.30. A further event was organised shortly before Easter 2024 and 48 Easter eggs were donated that went out to children whom we support.

Rigg and Furrow based in Acklington regularly organise quiz nights and collections for AFB and have raised over £600 across the last year alone.

We continue to work in partnership with the Farm Shop at HMP Northumberland run by The Oswin Project charity. This is a great cause that creates chances for individuals with criminal records through training and employment and helps to give them a sense of achievement from learning and working. Every Friday afternoon we receive any unsold fresh produce from the farm shop. This may include baked goods such as bread, cakes and pastries and also fruit and vegetables (grown in the prison market gardens by prisoners), plus sandwiches. These then go out to our clients. Such items enhance the food parcels that clients receive and feedback continues to be extremely positive. In January 2024 we appeared on ITV Tyne Tees news for a second time as part of a feature on our collaboration with The Oswin Project. Such publicity helped to raise the profile of both charities.

In addition to the above, AFB continues to develop strong community links. We work closely with a number of professionals who know our communities well. We regularly liaise with Social Prescribers at the local health centre (NPC Amble and Broomhill – formerly Coquet Medical Group), Citizen's Advice, Hadston House and local schools and churches.

We also support families who have pets in their household. We continue to work closely with the charity Alexa's Canine Trust (ACT) who regularly donate pet food to us (thanks to donations from their customers). Along with ACT we firmly believe that it is in the pets' best interests to remain with their owner(s). Providing pet food for them makes this all the more likely and helps to reduce pet poverty.

We continue to have a strong social media presence and regularly post useful information for the local communities, as well as thank various individuals and organisations for their support and donations. We have built up AFB's social media audience over the last 2 years (we now have just under 1000 followers) - again this page is run solely by volunteers. We do receive a number of self-referrals and enquiries via our AFB Facebook page. We also write an article in each edition of The Ambler, Amble's community newspaper. This outlines recent events and achievements, any requests that we may have and we also take the opportunity to thank local communities, businesses, schools, churches and other organisations for their continued generous support. Since January 2024 we now also submit articles to The Pelican, the community and church magazine for Acklington, Guyzance and Warkworth. Appearing in both of these publications again helps to raise the profile of AFB.

Finally, we have also been able to support another teenager with work experience. A year 10 individual helped collect and unpack pick-up bags from Amble Morrison's every Saturday morning for an extended period of time as part of his Duke of Edinburgh Award. He found it incredibly rewarding and was a credit to his school and family. One other young person (aged 16) who regularly helped pack bags was successful in securing full-time employment and training locally. We were able to provide a reference for her, outlining how much she had grown in confidence and her ability to take the initiative whilst volunteering with AFB.

All families involved have been highly appreciative of the experience we have been able to offer their children.

**Lynne Morelli**  
**(Secretary and Trustee)**

## **Trustees and Roles**

### **Trustees**

Terry Long – 3 years (from October 2021)  
Lynne Morelli – 3 years (from October 2021)  
Colin Scammell – 2 years (from October 2021)  
Marion Long – 3 years (from November 2022)  
Eric Davidson – 3 years (from November 2022)

### **Roles**

Chair – Terry Long  
Secretary – Lynne Morelli  
Treasurer – Colin Scammell

Amble Food Bank's Constitution states that there should be a maximum of five trustees. It was agreed when the charity was set up that the following terms would be adhered to. Thereafter trustee roles come under review and it is possible for other trustee nominations to take place. Any trustee positions coming to the end of their term will need to be reviewed and discussed at the Annual General Meeting. The Chair and Secretary positions are up for review this year.

### **Policies**

Since the first AGM AFB has written a number of policies to guide our working practices. These were all ratified by trustees and the Chair, Terry Long. They will continue to be reviewed on an annual basis by the team. All newly recruited volunteers are given copies of each policy – namely Safeguarding, Data Protection (covering GDPR and personal data guidance and regulations), Health and Safety (including Safe Manual Handling) and Lone Working.

In line with health and safety guidance we also have accident/incident forms available to all volunteers for completion, along with a log book for accidents/incidents. Any accidents occurring on the premises of Trinity Methodist Church are logged and duplicated in the church's own accident reporting book.

## **Data Analysis**

During the period between 1<sup>st</sup> November 2023 and 31<sup>st</sup> October 2024 a total number of 1915 food parcels were delivered (852 parcels were family parcels and 1063 were single parcels) . A single parcel is delivered to an individual living alone or a couple (the latter was agreed at a meeting in September 2023 with pressure being put onto our financial resources due to rising numbers of referrals). A family food parcel constitutes either a single person or couple with children in the household, or more than 2 adults in a household. Households with a large number of children (5 plus) receive extra items on top of a standard family bag.

The number of food parcels delivered between the above time span rose by 72 between the end of October 2023 and October 2024. This is an increase of just 4% (previously it had risen by 13.5%).

We always witness a fluctuation in caseload numbers following reviews. Clients are requested to get a fresh referral approximately every 3 months and some do not return to us following this. It may be because their circumstances have changed and they no longer require a food parcel, or it may be that their lives have simply become so chaotic that they do not get round to requesting a fresh referral to us.

We are still seeing an increase in working people being referred to AFB. August always sees an increase in family referrals as they struggle with the extra financial burdens during the school holidays. We did also see an increase again in single referrals in August as some clients had access to their children during the school holidays and had the additional costs of feeding them for longer periods than normal. We also always notice an increase during the winter months due to the necessity for heating as the temperatures drop and the associated rise in energy bills. Referrals are already increasing at the start of November 2024, and this factor is often cited in the referral notes that we get from referring bodies.

## **The Future**

As we envisaged, the numbers of clients on our caseload generally continues to rise due to the continuing cost of living crisis (with energy and food costs still being high). More and more clients are self-referring as well as being referred by agencies such as Health Visitors, Children's Services workers and Social Prescribers (Northumberland Communities Together being the largest). Volunteers and trustees will continue to network with agencies who know their clients' needs well. This means that we try to capture as many individuals as possible who are struggling financially and are in need of support via a food parcel. Once again there have been months that our outgoings have exceeded money coming in to us. Currently we are financially stable compared to some food banks. But our Treasurer continues to monitor this situation closely.

We are starting to outgrow our current food bank base and sometimes struggle for storage (especially with increased stocks around Christmas and Easter times). Should we have to move premises, AFB is very aware that this could well mean future incurred rental costs which we would have to factor in long term. The possibility of a Community Hub based in the heart of Amble is currently being explored by Amble Town Council. AFB has expressed a strong interest in being part of this and having a base there.

Finally, our number of volunteers has significantly increased since we set up as a charity. Over the last few months alone we have recruited 4 more volunteers to AFB. We may still need to recruit further volunteers if the number of clients on our caseload continues to rise at the current rate. This year (particularly the summer and autumn months) saw an increased amount of pressure on the AFB team due to a number of fellow volunteers being out of action because of personal commitments, illness/injury. Recruiting further volunteers would certainly help to ease this pressure.

**Lynne Morelli (Secretary and Trustee)**

**Figures supplied by Terry Long (Team member with responsibility for caseload management /Chair)**

## **Safeguarding Report**

The Designated Safeguarding Leads continue to be Lynne Morelli and Mary Davidson, to whom any safeguarding concerns should be addressed.

We are aware in the roles we all undertake, that there is the potential for a safeguarding situation to become apparent. Any concerns should be discussed with either Lynne or Mary. In the case of need for immediate action, either Lynne or Mary should be informed of any referral made, within 24 hours.

All referrals /causes for concern should be documented and signed by Lynne or Mary. Safeguarding Concerns forms are stored in a document wallet, next to the Safeguarding Policy on the noticeboard in the AFB room. The Chair, Terry Long, also needs to be informed of any safeguarding referrals/ causes for concern.

Safeguarding training is updated every three years. In the past year, seven team members have undertaken refresher or initial Basic Safeguarding Training (SG). This includes Mary who updated her Designated Person SG training. There are five team members who are required to update their Safeguarding Training next year. This includes Lynne, who is due to update her Designated Person SG Training. There are five team members who require Initial Safeguarding Training early next year. We are awaiting confirmation of Basic Awareness Safeguarding and Designated Person Training dates from Caroline Friend, our trusted Safeguarding Training Provider.

All volunteers are DBS checked. As Secretary, Lynne maintains an electronic record of each person's completion date of safeguarding training, along with dates of DBS checks.

In the past year, two referrals have been made to One Call, the contact hub through to Adult and Children's Social Care for all safeguarding concerns. These included one referral to Adult Social Care, and one referral to Children's Social Care. Two 'causes for concern' were recorded. Neither required a referral. Copies of all referrals and any "causes for concern" are kept in a secure locked box, in our locked filing cabinet. Lynne and Mary hold the keys to this secure box.

The AFB Safeguarding Policy is ratified, along with our other policies, annually in March by the Trustees and signed off by Terry Long, Chairperson.

All new volunteers are given a copy of the Safeguarding Policy to read as part of their induction to AFB. A hard copy is available in a document wallet on the noticeboard, should anyone wish to refresh their memory, or an electronic version is readily available upon request. Information regarding details of Safeguarding Key Contacts, Lynne and Mary, also One Call, the number for Adult Social Care, Children's Services and Safeguarding are clearly displayed on the poster on the Food Bank noticeboard in the room.

Amble Food Bank continues to be committed to Safeguarding, and to endorsing the ethos that Safeguarding is everyone's business.

**3/11/2024**

**Mary Davidson & Lynne Morelli (Designated Safeguarding Leads)**

**Amble Food Bank Financial Position**  
**(1.1.24 – 31.10.24)**

<b>Bank Balance</b>	<b>£27156.35</b>
<b>Gift Cards</b>	<b>£315.00</b>

**Investments**

<b>1. Matures 25.11.24</b>	<b>£10,330 (£537*)</b>
<b>2. Matures 25.06.25</b>	<b>£10,428 (£531*)</b>

<b>Unclaimed Gift Aid</b>	<b>£1002.87</b>
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<b>Regular monthly standing orders</b>	<b>£740.00</b>
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**\* Interest due**

<b>Food Spend 1.1.24 - 31.10.24</b>	<b>£25,783.15 (£2578**)</b>
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<b>Food Spend 1.1.23 – 31.10.23</b>	<b>£26,063.25 (£2606**)</b>
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**\*\* Average Monthly Spend**

**Colin Scammell (Treasurer and Trustee)**

**AMBLE FOODBANK**

England & Wales - Charity number 1196268

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# Accounts

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**AMBLE FOOD BANK  
ANNUAL REPORT  
for the  
ANNUAL GENERAL MEETING  
OCTOBER 2023**



## **Introduction**

This is our second annual report. Amble Food Bank (AFB) became a registered charity in October 2021 (Registered Charity Number 1196268). It is also now registered with HMRC and donors are able to Gift Aid their donations. It continues to have its base at Trinity Methodist Church on Percy Street, Amble.

AFB is run by a group of 18 volunteers, five of whom are trustees. We are a voluntary organisation serving the Amble and its surrounding communities. Three of the trustees have specific executive roles:

**Terry Long - Chair**

**Lynne Morelli - Secretary**

**Colin Scammell - Treasurer**

All volunteers coming into contact with clients have gone through Disclosure Barring Service (DBS) checks, and volunteers also regularly refresh their safeguarding awareness training, along with any other relevant training (see 'Safeguarding' section). In addition there are two named Safeguarding Designated Leads who have also undertaken specific Designated Person for Safeguarding Adults and Children training. We make it our duty to care about the welfare of our clients, and there have been a few occasions when we have had concerns about individual clients that we see on a regular basis and we have referred them to the One Call team to be assessed by them.

Our clients live in the Amble, Warkworth, Hadston and Broomhill areas and receive a food parcel on a fortnightly basis. Deliveries go out every Tuesday and Thursday morning, 51 weeks a year. The total number of clients fluctuates, depending on clients' individual circumstances, but it can vary between 50 and 100 (see 'Data' section).

AFB has robust referral and review policies. Clients can be referred through a number of channels. These may include Northumberland Communities Together, a GP, social worker, health visitor or school. Clients sometimes self-refer. No individual or family is refused a food parcel, but after receipt of their first one, clients are requested to acquire an official referral – usually via Northumberland Communities Together, unless they have a key worker. All clients are reviewed on an approximately 3-4 monthly basis and require a fresh assessment and referral in order to continue receiving a food parcel. Records of all clients and referrals are kept in accordance with GDPR.

Food parcels are designed to supplement an individual's, couple's or a family's general food shopping. They contain staple ambient goods such as pasta, rice, cereals, pasta sauce, and a variety of tinned items, such as soup, meat, fish, vegetables etc. They will also receive toiletry items if these are available. We always find out if new clients have any specific dietary requirements or allergies. Occasionally we will receive a referral informing us that they have scarcely any food in. In this instance they would receive an enhanced parcel containing fresh goods. All food is stored at our base. We were inspected by Environmental Health at the start of 2022 and received a five star Food Hygiene rating and were deemed to be "a well run food bank."

We rely on the local communities for donations of food to AFB. Members of the public can donate food items at Amble Co-op, Hadston Co-op, Amble Tesco Express or they can purchase a pick-up bag from Amble Morrison's. AFB works very closely with all supermarkets, and volunteers collect this food several times a week. In July 2023 Morrison's Amble ran a Food Bank Awareness Day whereby they helped to raise the profile of AFB. A number of our volunteers helped with this, handing out leaflets and engaging with customers. As a result we had four full trolleys of shopping donated by its customers.

AFB has also signed up to the Neighbourly scheme and we have linked up closely with Aldi in Alnwick and shop weekly from them. Being part of this scheme has enabled us to sign up as a 'backup collector' and we are able to collect fresh surplus items should the 'primary collector' fail to pick up. Fresh items from here, the weekly Co-op Food Share scheme every Sunday (where the Co-op donates any fresh surplus items to AFB and we deliver to clients in need that day) and from HMP Northumberland Farm Shop all help to enhance the food parcels that our clients receive.

We also have collection tins at the Co-op, the Farm Bakery, The Boat Shed Gallery pod at Amble Harbour Village and the HMP Northumberland Farm Shop. Local schools and churches regularly collect food items that they donate to AFB, especially around Harvest Festival. Recently Heatherdale Care home in Broomhill have also started to collect food donations for us in conjunction with Iceland Morpeth. There are also some small local businesses and organisations who donate food to AFB, including Amble Women's Institute and the Coastal Crafts Club. The local communities were especially generous around Christmas 2022 when we received in excess of £3000 in December alone.

We have also been fortunate to receive generous donations from a number of north east businesses through their community funds. Most of this has been spent on lunch items (bread, spreads, drinks, fruit, squash etc) to help our families feed their children over various school holidays. We continue to do this throughout every school holiday and parents have been extremely grateful to receive these. We have also received a second grant from DWP via Northumberland County Council. In addition we are fortunate to receive some one off monetary donations to our bank account and some individuals have set up standing orders (see 'Finances' section).

In July 2023 a music event was held at the Harbour Village on the harbour. A number of local musicians played for free and a total of £326.07 was raised.

Since June 2023 we have been working in partnership with the Farm Shop at HMP Northumberland run by the charity The Oswin Project. This is a great cause that creates chances for individuals with criminal records through training and employment and helps to give them a sense of achievement from learning and working. Every Friday we receive any unsold fresh produce from the farm shop. This may include baked goods such as bread, cakes and pastries and also fruit and vegetables (grown in the prison market gardens by prisoners), plus sandwiches. These then go out to our clients. Feedback has been extremely positive since this collaboration started.

In addition to the above AFB has developed strong community links and works closely with a number of professionals who know our communities well. We work closely with the local health centre (Coquet Medical Group), Citizen's Advice, Hadston House and local schools and churches.

We also support families who have pets in their household. We continue to work closely with the charity Alexa's Canine Trust (ACT) who regularly donate pet food to us. Along with ACT we firmly believe that it is in the pets' best interests to remain with their owner(s). Providing pet food for them makes this all the more likely and helps to reduce pet poverty.

We continue to have a strong social media presence and regularly post useful information for the local communities, as well as thank various individuals and organisations for their support and donations. We have built up AFB's social media audience over the last 2 years – again this page is run solely by volunteers. We do receive a number of self-referrals and enquiries via our Amble Food Bank Facebook page. We also write an article in each edition of The Ambler, Amble's local newsletter. This outlines recent events and achievements, any requests that we may have and we also take the opportunity to thank local communities, businesses, schools, churches and other organisations for their continued generous support.

Finally, we have also been able to support three young teenagers with work experience. Two year 10 individuals helped collect and unpack pick-up bags from Amble Morrison's every Saturday morning for an extended period of time as part of their Duke of Edinburgh Award. Both found it incredibly rewarding and were a credit to their school and families. One other young person (aged 16) has been helping pack bags on a weekly basis. We have witnessed her flourish and develop in confidence, as well as increasingly take the initiative with tasks. All families involved have been highly appreciative of the experience we have been able to offer their children. This will also help with future work and study programmes as AFB will be able to provide references for them.

**Lynne Morelli**  
**(Secretary and Trustee)**

## **Trustees and Roles**

### **Trustees**

Terry Long – 3 years (from October 2021)  
Lynne Morelli – 3 years (from October 2021)  
Colin Scammell – 2 years (from October 2021)  
Marion Long – 3 years (from November 2022)  
Eric Davidson – 3 years (from November 2022)

### **Roles**

Chair – Terry Long  
Secretary – Lynne Morelli  
Treasurer – Colin Scammell

Amble Food Bank's Constitution states that there should be a maximum of five trustees. It was agreed when the charity was set up that the following terms would be adhered to.

Thereafter trustee roles come under review and it is possible for other trustee nominations to take place. Any trustee positions coming to the end of their term will need to be reviewed and discussed at the Annual General Meeting. Marion Long took over from Ben Moore and Eric Davidson from Bill Cruickshank in November 2022.

### **Policies**

Since the first AGM AFB has written a number of policies to guide our working practices. These were all ratified by trustees and the Chair, Terry Long. They will all be reviewed on an annual basis by the team. A Data Protection policy was written in January 2023 by Lynne Morelli. This in particular covers GDPR and personal data guidance and regulations.

Eric Davidson wrote the Health and Safety policy in March 2023 (which includes Safe Manual Handling). In line with health and safety guidance we also have accident/incident forms available to all volunteers for completion, along with a log book for accidents/incidents. Any accidents occurring on the premises of Trinity Methodist Church are logged and duplicated in the church's own accident reporting book. We have only had one accident reported to us so far. This was all logged as above and the volunteer involved did have to seek medical attention and advice.

In March 2023 the Safeguarding policy was researched by Lynne Morelli, Mary Davidson and Sue Saltmore and then finalised by Lynne Morelli (see the Safeguarding section for further details).

## **Data Analysis**

During the period between 1<sup>st</sup> November 2022 and 31<sup>st</sup> October 2023 the following numbers of food parcels were delivered by Amble Food Bank. A single parcel is delivered to an individual living alone or a couple (the latter was agreed at a meeting in September 2023 with pressure being put onto our financial resources due to rising numbers of referrals). A family food parcel constitutes either a single person or couple with children in the household, or more than 2 adults in a household. Households with a large number of children (5 plus) will receive extra items on top of a standard family bag.

Numbers do fluctuate after reviews. The data below shows decreases at the points of reviews. Clients are requested to get a fresh referral approximately every 3 months and some do not return to us following this. It may be because their circumstances have changed and they no longer require a food parcel, or it may be that their lives have simply become so chaotic that they do not get round to requesting a fresh referral to us.

<b>Month</b>	<b>Family Parcel</b>	<b>Single Parcel</b>
November 2022	101	49
December 2022	134	48
January 2023	140	69
February 2023	123	52
March 2023	121	60
April 2023	68	47
May 2023	86	51
June 2023	88	62
July 2023	82	65
August 2023	110	87
September 2023	23	22
October 2023	66	89
<b>Total</b>	<b>1142</b>	<b>701</b>

### **Total number of parcels delivered November 2022 to October 2023 = 1843**

The number of food parcels delivered between the above time span rose by 220 between October 2022 and October 2023. This is an increase of 13.5%. September and October 2023 saw an average of 6 new families/individuals being referred to AFB a week. If this continues, this will have a huge impact on our financial resources. We are also seeing an increase in working people being referred to AFB and also an increase in single people. August always sees an increase in family referrals as they struggle with the extra financial burdens during the school holidays. We did also see an increase in single referrals in August as some clients had access to their children during the school holidays and had the additional costs of feeding them for longer periods than normal.

### **The Future**

As we envisaged, the numbers of clients on our caseload generally continued to rise due to the current cost of living crisis (with energy and food costs still continuing to rise dramatically). More and more clients are self-referring as well as being referred by agencies such as Health Visitors, Children's Services workers and Social Prescribers. Volunteers and trustees will continue to network with agencies who know their clients' needs well. This

means that we try to capture as many individuals as possible who are struggling financially and are in need of support via a food parcel. At the end of summer 2023 we saw for the first time that our outgoings exceeded money coming in to us. Our treasurer is closely monitoring this situation.

We have recently recruited 3 more volunteers to Amble Food Bank and have a reserve list of people who are keen to offer their services. We may well need to recruit further volunteers if number of clients on our caseload continues to rise at the current rate.

**Terry Long (Team member with responsibility for caseload management / Chair)**  
**Lynne Morelli (Secretary and Trustee)**

## **Safeguarding Report**

The Safeguarding Coordinators continue to be Lynne Morelli and Mary Davidson, to whom any safeguarding concerns should be addressed. In the case of need for immediate action, either Lynne or Mary should be informed of any referral made within 24 hours. As Chairperson, Terry Long also needs to be informed of any Safeguarding referrals made.

In the past year, team members who needed to refresh or undertake Safeguarding Training have done so. Safeguarding Training is updated every three years. New volunteers who have joined the Food Bank Team will be enrolled onto training as soon as practicable. We are awaiting confirmation of Basic Awareness Training dates from Caroline Friend, Safeguarding Training Provider, for newly appointed volunteers who have joined the team.

All team members who deliver Food Bank parcels are DBS checked. We are in the process of ensuring recently appointed team members are DBS checked. As Secretary, Lynne maintains an electronic record of each person's date of completed Safeguarding Training and dates of DBS checks.

In the past year, 5 referrals have been made to One Call, the contact hub for all Adult and Child Social Care concerns. These included two referrals for one person to Adult Social Care, two referrals for one family to Children's Social Care, one other referral to Children's Social Care for one other family.

Copies of all referrals and any "Causes for Concern" are kept in a locked box in our locked filing cabinet. Lynne and Mary hold the keys to this secure box.

Prior to March 2023, we came under the Safeguarding policy for Trinity Methodist Church. This meant a separate copy of each referral (using the Methodist Form), had to go to the Methodist Regional Safeguarding Officer. In February 2023, Sue Saltmore, Lynne Morelli and I set about researching "Best Practice" Safeguarding Policies from a variety of sources in order to produce what is a fully comprehensive Amble Food Bank Safeguarding Policy document. On the 21<sup>st</sup> of March this year, the Amble Food Bank Safeguarding Policy was ratified by the Trustees and signed off by Terry Long, Chair Person. As with all other policies, this will be reviewed on an annual basis.

All new volunteers are given a copy of this policy to read as part of their induction to Amble Food Bank.

Information regarding details of Safeguarding Key Contacts and Statutory Agency and Emergency contact guidance is clearly displayed on the Food Bank notice board.

Amble Food Bank continues to be committed to Safeguarding, and to endorsing the ethos that Safeguarding is everyone's business.

***23/10/2023***

**Mary Davidson (Safeguarding Designated Lead)**

**Lynne Morelli (Safeguarding Designated Lead)**

**AGM Financial Position Update  
27/10/23  
(Colin Scammell – Treasurer  
and Trustee)**

	<u>Food</u>				<u>Mileage</u>	
	<u>Baby</u>				<u>Fuel</u>	<u>Phone</u>
	<u>Toiletries</u>	<u>Bags</u>	<u>Building</u>	<u>Insurance</u>		
<b>2023 (as at 27/10/23)</b>	£25,880.04	£674.98	£48.50	£129.10	£304.97	£60.00
<b>2022 (Jan to Dec)</b>	£14,485.91	£1,515.21	£0.00	£99.31	£64.41	£72.00
<b>School lunches spend 2023</b>	£3,346.05					
<b>School lunches spend 2022</b>	£1,099.98					
<b>Regular Donations per month</b>	£966.00			Standing orders, internet banking payments during Sept		*includes two laptops
<b>CO-OP Donations YTD</b>	£253.64			Donation tins		
<b>Farm Bakery Shop YTD</b>	£124.95			Donation tin		
<b>Bank Account</b>						
<b>Credit as at 27/10/23</b>	£19,262.09					
<b>Investments</b>						
<b>Cambridge &amp; Counties</b>	£10,000.00			Matures 23/11/23 3.3%		



## Charity - Amble Foodbank

### Statement of accounts for the period: 1 January 2023- 31 December 2023

Income	£	Expenditure	£
Money Received		Food supplies	31,440.37
Grants	10,000.00	Bags	674.98
Donations	28,532.10	Rent/Electric	0.00
Gift Aid	2,133.15	Insurance	129.10
Interest on investment	330.00	Building	48.50
		Diesel/Mileage	409.37
		Training & DBS checks	319.20
		Office supplies	1,311.06
		Mobile Phone	72.00
<b>Total Income</b>	<b>40,995.25</b>	<b>Total Expenditure</b>	<b>34,404.58</b>

Balance at bank	21,525.59	Year start bank balance	23,544.24
Cash in Hand	0.00	Year start cash in hand	0.00
Investment Cambridge & Counties Bank	20,330.00	Year start Investment	10,000.00
		Profit on year	8,311.35
<b>Grand total</b>	<b>41,855.59</b>		<b>41,855.59</b>

I declare that the above is a true statement of the transactions carried out during the financial year 1 January 2023 to 31 December 2023

Colin Scammell

Treasurer

9 January 2024

Independent Examination

Name: MIKE AIXON

Signed: 

Date: 16-07-24

## Charity - Amble Foodbank

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Treasurer

9 January 2024

Independent Examination

Name: MIKE AIXON

Signed: 

Date: 16-07-24

**AMBLE FOODBANK**

England & Wales - Charity number 1196268

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# Accounts

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**AMBLE FOOD BANK  
ANNUAL REPORT  
for the  
ANNUAL GENERAL  
MEETING  
NOVEMBER 2022**



## **Introduction**

This is our first annual report. Amble Food Bank (AFB) became a registered charity in October 2021 (Registered Charity Number 1196268). It is also now registered with HMRC and donors are able to Gift Aid their donations. It has its base at Trinity Methodist Church on Percy Street, Amble.

AFB is run by a group of approximately 15 volunteers, five of whom are trustees. We are a voluntary organisation serving the Amble and its surrounding communities. Three of the trustees have specific roles:

Terry Long - Chair

Lynne Morelli - Secretary

Colin Scammell - Treasurer

All volunteers coming into contact with clients have gone through Disclosure Barring Service (DBS) checks, and volunteers also regularly refresh their safeguarding awareness training, along with any other relevant training (see 'Safeguarding' section). In addition there are two named Safeguarding Designated Leads who have also undertaken specific Designated Person for Safeguarding Adults and Children training. We make it our duty to care about the welfare of our clients, and there have been odd occasions when we have had concerns about individual clients that we see on a regular basis and have referred them to the One Call team to be assessed by them.

Our clients live in the Amble, Warkworth, Hadston and Broomhill areas and receive a food parcel on a fortnightly basis. Deliveries go out every Tuesday and Thursday morning, 51 weeks a year. The total number of clients fluctuates, depending on clients' individual circumstances, but it can vary between 50 and 100 (see 'Data' section).

AFB has robust referral and review policies. Clients can be referred through a number of channels. These may include Northumberland Communities Together, a GP, social worker, health visitor or school. Clients sometimes self-refer. No individual or family is refused a food parcel, but after receipt of their first one, clients are requested to acquire an official referral – usually via Northumberland Communities Together, unless they have a key worker. All clients are reviewed on a 3 monthly basis and require a fresh assessment and referral in order to continue receiving a food parcel. Records of all clients and referrals are kept in accordance with GDPR.

Food parcels are designed to supplement an individual's, couple's or a family's general food shopping. They contain staple ambient goods such as pasta, rice, cereals, pasta sauce, and a variety of tinned items, such as soup, meat, fish, vegetables etc. We always find out if new clients have any specific dietary requirements or allergies. Occasionally we will receive a referral informing us that they have scarcely any food in. In this instance they would receive an enhanced parcel containing fresh goods. All food is

stored at our base. We were inspected by Environmental Health this year and received a five star Food Hygiene rating and were deemed to be “a well run food bank.”

We rely on the local communities for donations of food to AFB. Members of the public can donate food items at Amble Co-op or they can purchase a pick-up bag from Amble Morrison's. AFB works very closely with both supermarkets, and volunteers collect this food several times a week. There are also collection tins at the Co-op, the Farm Bakery and the Boatshed Gallery pod. Local schools and churches regularly collect food items that they donate to AFB. There are also some small local businesses who regularly donate food to AFB. In addition we receive some one off monetary donations to our bank account and some individuals have set up standing orders. We have recently re-opened AFB's 'Just Giving' page as we now have to top up our food stocks with regular large supermarket shops. This clearly has a big impact upon our finances (see 'Finances' section).

In addition to the above AFB has developed strong community links and works closely with a number of professionals who know our communities well. We were successful in 2021 with an application to the Co-op Local Community Fund and have so far received over £400 that was raised through this. With this money AFB purchased lunch items (bread, cheese, meat, drinks, fruit etc) to help our families feed their children over various school holidays. We are set to receive further money from this fund this autumn (see Financial Report). We also work closely with the local health centre (Coquet Medical Group) and local schools and churches.

We also support families who have pets in their household. In October 2022 alone we gave pet food to 17 clients (15 dogs and 2 cats). We work closely with Alexa's Canine Trust (ACT) who have regularly donated pet food to us. Along with ACT we firmly believe that it is in the pets' best interests to remain with their owner(s). Providing pet food for them makes this all the more likely.

We have a strong social media presence and regularly post useful information for the local communities. as well as thank various individuals and organisations for their support and donations. We have built up AFB's social media audience over the last 2 years - again this page is run solely by volunteers. We do receive a number of self-referrals and enquiries via our Amble Food Bank Facebook page.

**Lynne Morelli**  
**(Secretary and Trustee)**

## **Trustees and Roles**

### **Trustees**

Terry Long – 3 years  
Lynne Morelli – 3 years  
Colin Scammell – 2 years  
Ben Moore – 1 year  
Bill Cruickshank – 1 year

## **Roles**

Chair – Terry Long  
Secretary – Lynne Morelli  
Treasurer – Colin Scammell

Amble Food Bank’s Constitution states that there should be a maximum of five trustees. It was agreed when the charity was set up that the following terms would be adhered to. Thereafter trustee roles come under review and it is possible for other trustee nominations to take place. Any trustee positions coming to the end of their term will need to be reviewed and discussed at the Annual General Meeting.

## **Data Analysis**

During the period between 1<sup>st</sup> November 2021 and 31<sup>st</sup> October 2022 the following numbers of food parcels were delivered by Amble Food Bank. A single parcel is delivered to an individual living alone and a family food parcel constitutes either a couple living together or a single person or couple with children in the household. Households with a large number of children (5 plus) will receive extra items on top of a standard family bag.

Numbers do fluctuate after reviews. Clients are requested to get a fresh referral approximately every 3 months and some do not return to us following this. It may be because their circumstances have changed and they no longer require a food parcel, or it may be that their lives have simply become so chaotic that they do not get round to requesting a fresh referral to us.

<b>Month</b>	<b>Family Parcel</b>	<b>Single Parcel</b>
November 2021	58	52
December 2021	82	48
January 2022	96	59
February 2022	88	56
March 2022	83	56
April 2022	58	52
May 2022	66	63
June 2022	85	70
July 2022	72	67
August 2022	85	79
September 2022	78	63
October 2022	67	43
<b>Total</b>	<b>916</b>	<b>707</b>

## **Total number of parcels delivered November 2021 to October 2022 = 1623**

### **The Future**

We envisage that the numbers of clients on our caseload will continue to rise due to the current cost of living crisis (with energy and food costs rising dramatically). More and more clients are self-referring as well as being referred by agencies such as Health Visitors, Children's Services workers and Social Prescribers. Volunteers and trustees will continue to network with agencies who know their clients' needs well. This means that we try to capture as many individuals as possible who are struggling financially and are in need of support via a food parcel.

We have recently recruited 4 more volunteers to Amble Food Bank and have a reserve list of people who are keen to offer their services. We do not currently envisage having too few volunteers to support the number of clients on our caseload, even if this continues to rise.

**Eric Davidson (Team member with responsibility for caseload management)**

**Lynne Morelli (Secretary and Trustee)**

### **Financial Report**

Bank balance as at 1/1/22	<b>£19704.67</b>
Bank Balance as at 17/10/22	<b>£17,677.88</b>
Total Spend 1/1/22 - 17/10/22	<b>£15,034.14</b>
Food spend 1/1/22 - 17/10/22	<b>£11,045.47</b>

**Rent/Energy** - we have paid £1500 (this includes energy costs) to Trinity Methodist Church (last year we paid £1200 rent & £50 energy costs).

Amble Food Bank's Liabilities Insurance has been renewed and is up to date. There was no increase in the premium.

**Funding** - We are awaiting £10,000 funding from Northumberland County Council via the DWP's roll-out of the Household Support Fund. This funding is aimed at supporting households most in need of support with food, energy and water bills. As a food bank providing food, we met this criteria. Agreement will be sought at the AGM to see if we can invest this sum in a fixed rate bond.

We were successful in an application for a charitable grant to cover the cost of school holidays enhanced lunch parcels. This was via the Co-op's Local Community Fund. We delivered these enhanced parcels to families with nursery and/or school aged children during the Easter, Spring Bank, summer and October half term holidays. We received a payment of £430.28 in April and, with the final amount to be received in November, the total raised comes to £2902.49.

As the year has progressed, we have been spending much more on food that we've been short of. This is for a number of reasons: we have received fewer food items from our main local supermarket following the pandemic; the cost of living crisis has meant that we now have a greater number of clients on our caseload and food donations to us have decreased slightly because of the cost of living crisis.

We also currently have a total of £867 in our Just Giving account that we have yet to draw on.

A number of fundraising events have also raised money for AFB. One music event raised £95 and a local resident raised £711.40 participating in the Great North Run in September 2022.

### **The Future**

As we envisage the number of clients on our caseload to rise because of the cost of living crisis, this will undoubtedly impact on our finances. Fortunately with monetary donations continuing to come in (some on a regular monthly basis) and with the £10,000 grant funding still to come from NCC, we are confident that we will have more than sufficient funds to cover all outgoing costs in the short term. Thanks to the generosity of our local communities, we are relatively well off financially compared to many other food banks who are struggling.

**Colin Scammell (Treasurer and Trustee)**  
**Lynne Morelli (Secretary and Trustee)**

### **Safeguarding Report**

Amble Food Bank has two Safeguarding Designated Leads, Lynne Morelli and Mary Davidson, to whom any safeguarding concerns should be addressed. In the case of need for immediate action, either Lynne or Mary should be informed of any referral made within 24 hours.

In the past year, team members who needed to refresh or undertake Safeguarding Training have done so. New members who have recently joined the Food Bank team will be enrolled onto training as soon as

practicable. Both Safeguarding Designated Leads have attended the required 'Designated Person for Safeguarding' training during 2022.

All team members who deliver Food Bank parcels are DBS checked. We are in the process of ensuring recent team members are also DBS checked.

In her role as Secretary, Lynne maintains a record of each person's date of completed Safeguarding Training and dates of DBS checks. All records are kept in accordance with GDPR.

In the past year three referrals have been made to One Call. These included two referrals for the same person to Adult Social Care and one referral to Children's Social Care.

Copies of any referrals are kept in a locked box in our locked Filing Cabinet. Lynne and Mary hold the keys to this secure box.

Currently, Amble Food Bank comes under the Safeguarding policy for Trinity Methodist Church. It remains our intention to have our own Safeguarding Policy, in line with being a registered charity. Due to time pressures for both Lynne and I this year, it has not been possible, but we aim to complete this by the end of 2022.

Information regarding details of Safeguarding Key Contacts is clearly displayed on the Food Bank notice board and all team members are aware of this.

Amble Food Bank is committed to Safeguarding, and to endorsing the ethos that Safeguarding is everyone's business.

**Mary Davidson (Safeguarding Designated Lead)**  
**Lynne Morelli (Safeguarding Designated Lead)**

## **AGM Financial Report 1/11/22**

Bank balance as 1/1/22	£19704.67
Bank Balance as at 17/10/22	£17,677.88
Total Spend 1/1/22-17/10/22	£15,034.14
Food spend 1/1/22-17/10/22	£11,045.47

Liabilities Insurance has been renewed - no increase in premium.

Awaiting £10000 funding from Northumberland Communities Together - agreement needed to invest this in a fixed rate bond.

Rent/Energy - paid £1500 (to include energy costs) to the Methodist Church ( last year it was £1200 rent & £50 energy).

Applied for a £2000 charitable grant to cover the cost of school holidays enhanced lunch parcels

## Charity - Amble Foodbank

### Statement of accounts for the period: 1 January 2022 - 31 December 2022

Income	£	Expenditure	£
Money into bank account		Food supplies	12,820.45
Grants	10,000.00	Bags	1,515.21
Donations	18,717.17	Rent	2,700.00
Gift Aid	864.81	Insurance	99.31
Just Giving Page	2,010.65	Electricity	Included in
		rent	64.41
		Diesel	188.00
		Training & DBS checks	480.11
		Office supplies	72.00
		Mobile Phone	
<b>Total Income</b>	<b>31,592.63</b>	<b>Total Expenditure</b>	<b>17,939.49</b>

Balance at bank	23,544.24	Year start bank balance	19,704.67
Cash in Hand	0.00	Year start cash in hand	186.43
Investment Cambridge & Counties Bank	10,000.00	Profit on year	13,653.14
<b>Grand total</b>	<b>33,544.24</b>		<b>33,544.38</b>

I declare that the above is a true statement of the transactions carried out during the financial year 1 January 2022 to 31 December 2022.

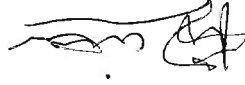
Colin Scammell,

Treasurer

3 January 2023

Independent Examination

Name: M. F. DIXON

Signed: 

Date: 23-02-2023