

WESTERHAM FOODBANK

England & Wales - Charity number 1196367

Details

Status Registered

Legal form CIO

Registered 2021-11-02

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

Contact

Address Russell House
Market Square
Westerham
Kent
TN16 1RB

Phone 01959562147

Email WESTERHAMFOODBANK@GMAIL.COM

Activities

Objects: THE PREVENTION AND RELIEF OF FOOD POVERTY AND THE PROMOTION OF GOOD HEALTH FOR THE PUBLIC BENEFIT OF ALL THOSE LIVING IN AND AROUND WESTERHAM, KENT BY PRIMARILY, BUT NOT EXCLUSIVELY, OPERATING A FOODBANK AND PROVIDING ALLIED SERVICES

Activities: Operating a foodbank, by delivering donated food and provisions to those in the community referred by support services. The foodbank deliver all donations to its clients by means of volunteers, who pack and deliver orders. Operating from Westerham Scout Hut Hortons way Westerham TN16 1BY on a Thursday morning 9am to 1pm

Classification

- **How:** Provides Services
- **What:** General Charitable Purposes, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-10-31	£25,200	£13,818	-	-
2023-10-31	£25,566	£8,354	-	-
2022-10-31	£12,987	£8,739	-	-

Trustees

Name	Role	Appointed
Elizabeth Ann Wicks		2024-02-02
FIONA VEITCH OWEN		2021-10-02
JACQUELINE LENDRIM		2021-11-02
STEPHEN PORTER		2021-11-02
Sally Anne Houston		2024-02-02
Sharon Lord		2022-05-26
Timothy john Warren		2025-02-07

WESTERHAM FOODBANK

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Accounts

Item 4

Report from the Chair 2023-24

This report covers Westerham Food Bank's tenth year of operation, November 2023 – October 2024. It was noted at last year's AGM that as no nominations had been received for the position of Chair, the new Trustee Group would determine how it would work. In the event the roles of Chair and Secretary have alternated between two Trustees, an arrangement which has worked effectively for the group and for the Foodbank.

It has been a year of great change for the Foodbank, in clients, in donations, in finances and its journey along the route of becoming a grown up Charity.

So the first mention must be to the Trustee Group. The Foodbank is fortunate to have an enthusiastic, dedicated and flexible group of Trustees guiding the charity through these times. Between them they bring a mix of experience and capabilities of which many a commercial organisation would be proud. As volunteers the time and talent they bring exceed any expectations. Thanks go to all of them.

Clients

Overall changes in numbers supported during the year are shown below:

No of households	No of families	No of couples	No of singles	No of Adults	No of children
As reported to 2022-23 AGM: numbers as at end October 2023					
58	30	5	21	75	62

As at end of October 2024					
48	22	4	22	57	43

Turnover during the year

Nos leaving					
55	24	5	26	73	52
New referrals					
45	18	3	24	49	36

It is important that the Foodbank is assured that those using it are truly in need of such support. It does not have the competence to make this assessment itself, and has from the start of its operation only accepted clients referred by recognised external agencies.

Referrals Our preferred referrer is Citizens Advice (Edenbridge and Westerham) which has the expertise to make this determination. Although occurring outside the period of this report, the Foodbank was shocked and greatly saddened to learn of the sudden death of the Chief Operating Officer, Sian Hiller. Her contribution to the extension of its operation into Westerham was critical as was

her commitment to building relationships with Trustees. Over the past year referrals have also been accepted from School Family Liaison Officers, Social Prescribers attached to Doctors Surgeries, Outreach Workers from churches, Housing Associations and Social Workers in a variety of fields.

Rereferrals: The review process, delayed during and immediately after the pandemic was resumed: an exercise which was undertaken with great patience and persistence by two Trustees. This concluded with support to a number of clients being withdrawn.

Those who have not used the Foodbank for a period of 13 weeks are asked to obtain a rereferral to confirm continued need. All clients are asked to obtain a rereferral regularly and at least annually.

The Foodbank does not lightly remove its support and always leaves a door open for clients to return if need returns. It treads the often unclear path between helping those with real needs and avoiding long term reliance on food support.

The main reasons for referral are as ever, underlying debt, income insufficiency, inability to find or undertake work and health issues. It has been instructive to discover that almost half of the households supported have one household member in receipt of a disability benefit, several of them children. Equally some clients are unable to work (or work enough) due the pressure of caring for elderly parents or small children.

Volunteers

Without the dedicated team of volunteers, operation of the Foodbank would be impossible.

There are currently almost 50 volunteers (including Trustees) who between them carry out with the greatest of good humour and flexibility all the tasks needed to keep the Foodbank's operations going. The list is long:

- Collecting donations from collection baskets in and around Westerham and delivering them to the Scout Hut
- Collecting fresh food from Morrisons on a Thursday morning
- Doing the weekly shop at Morrisons enabled by their 'Green bag' programme
- Meeting and greeting clients, sorting and dating donated stock, packing clients' bags, restocking the store sheds on a Thursday morning,
- Very special mention to the team of Delivery Drivers who brave all weathers to take bags to clients who are unable to come to the Scout Hut.
- Coping with the increasing levels of behind the scenes management and administration which come with being a Registered Charity

Turnover of volunteers is encouragingly low at less than 10% and it is heartening to see a steady if small stream of new volunteers come forward. Some volunteers step back for a time due to health, family or work issues, yet most return.

Donations

Donations in Kind

- **Collection baskets** have remained at Waitrose Biggin Hill, the Westerham Co-op, Wolfe Garage, Westerham Library and St. Marys Church. Westerham Town Council offices have also continued to accept food donations.
- **Deliveries to the Scout Hut** are made regularly by the Catholic Parishes of Westerham and Biggin Hill and from the businesses of the Old Yard, Brasted.
- Sizeable donations of hygiene and household products are received through the Foodbank's partnership with **Oxted & Edenbridge Hygiene Bank**
- **Harvest, Christmas and Easter donations** have been as generous as ever. Churchill School, Holy Trinity Crockham Hill, Radnor House School, St Mark's Biggin Hill, St Mary's Tatsfield, Tatsfield School, St Mary's Westerham and Aquaflame of Biggin Hill all donated generously.
These donations enabled the distribution of the now traditional Christmas hampers to all clients to be made. Thanks are due to St James' Place, who made their Board Room and a number of their staff available for the packing exercise and to Steve Grange and Paul Robertson who delivered all 60 of them! Additional bags were delivered at Easter and at the start of the summer holidays to those clients with children.
- A special mention must be made of the donations from **Morrisons of Oxted** each week. The Foodbank benefits each week from their Green Bag programme which harnesses the generosity of their customers and the organisation of their Community Champion and enables the purchase of needed items.

Financial Donations

Fuller details of financial donations are contained in the Treasurer's Report.

The Foodbank has been fortunate to receive several tranches of the government Household Support Fund via Sevenoaks District Council, a fund whose demise has been announced several times but is continuing for the current year.

There have been several other financial donations, the importance of which to the Foodbank is explained in the Treasurer's report. All are much valued and the donors have received the Foodbank's thanks.

The 'Back Office'

Last year's report noted that one of the challenges facing the Foodbank in the coming year was 'adapting and growing as an organisation.' This has certainly proved to be the case. The key areas have been:

Digitisation:

The move to online accounts (Xero) and online client requests (Jotform) has considerably increased efficiency both of operation and record keeping. Initial concerns about how clients would adapt to this new system proved unfounded and the benefits are outlined in the Treasurer's report.

The same Jotform application has been used to gather volunteers' availabilities for the production of the rota. Again it has resulted in a more efficient process.

Thanks are due to Robert and Liz Wicks who have worked with the applications to tailor them to the Foodbank's needs. The time, energy and patience they have devoted and continue to devote, have enabled great strides to be made in increasing the Foodbank's effectiveness and efficiency.

Use of the shared drive and its information continues to be work in progress.

Policy formulation

Following the publication of the Charity Commissions' requirements for Charities with an income exceeding £10,000 effective for financial years ending on or after 1 January 2023, the Trustees reviewed necessary action for the Foodbank. As a result policies covering Safeguarding, Health and Safety, Financial matters and a Volunteer handbook were drawn up. This work is ongoing, with the application of GDPR to the Foodbank a priority for the new Trustee Group.

Publicity, social media and PR

Facebook postings have continued and have resulted in a raised profile and increased interest in the work of the Foodbank

Work has begun on a website with a Duke of Edinburgh student working with two Trustees to produce a dedicated site.

Record keeping, on boarding and reporting

The need for all of these has increased during the year. Necessary for any well run organisation, they are required for grant applications, reports to Trustees and others and for new clients and volunteers. This applies equally to financial record keeping and management.

Signposting to other areas of help

It is important that the clients do not become unnecessarily dependent on the Foodbank's support. To this end Citizens Advice attend once a month to make clients who come in to collect aware of the services they can offer and to encourage them to make face to face appointments with the Advisor who is in Westerham every Wednesday. Additionally, Sevenoaks District Council HERO team attend once a month, again to make clients aware of the services offered.

Looking forward

In an uncertain world:

- Increasing costs
- Referrals increasing: clients with increasingly complex lives needing support for longer periods of time: ensuring validity of referrals.

- Maintaining levels of donations both financial and in kind
- Improving the efficiency and effectiveness of all internal systems and processes
- Volunteer and Trustee recruitment and succession

- The Foodbank's ultimate aim is to become redundant and it sincerely hopes that one day that situation will be a reality. It does not look achievable in the foreseeable future.

In conclusion, a huge debt of thanks is due to all who give time, talents, funding or food to make the continuation of support to those in need in and around Westerham. Special thanks are due to the Trustee Group in their role of steering the Foodbank through an ever changing landscape. It is reassuring that this Group is more than equal to the task.

Fiona Owen

Helen Ogden

Alternate Chairs 2023-4

Item 5: Summary Examined accounts for the year 2023-24

Westerham Foodbank Summary of Income & Expenditure													
Account	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Share of 2023/24 Total Income
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Opening Bank Balance at 31.10.2023	26,763.30	28,818.10	32,452.72	33,399.30	33,748.44	36,840.33	37,747.47	37,222.78	35,928.28	38,186.37	37,720.49	37,551.58	
Income													
Donations	2,755.00	1,930.00	670.00	600.00	700.00	842.00	372.02	345.00	804.09	540.00	780.00	495.00	10,833.11 43.0%
HMRC Gift Aid	0.00	0.00	927.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	927.67 3.7%
Westerham Town Council	0.00	0.00	0.00	0.00	400.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,900.00 7.5%
Sevenoaks Distinct Council	0.00	3,333.00	0.00	0.00	3,333.00	0.00	0.00	0.00	2,666.00	0.00	0.00	2,000.00	11,332.00 45.0%
Bank interest income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.53	78.47	80.90	207.90 0.8%
Total Income	2,755.00	5,263.00	1,597.67	600.00	4,433.00	2,342.00	372.02	345.00	3,470.09	588.53	858.47	2,575.90	25,200.68 100.0%
Cost of Goods Purchased													
Cost of Goods Purchased	424.84	1,625.88	651.09	250.86	1,330.12	1,434.86	860.18	1,323.90	1,166.00	1,030.43	825.71	1,140.15	12,064.02 47.9%
Total Cost of Goods Purchased	424.84	1,625.88	651.09	250.86	1,330.12	1,434.86	860.18	1,323.90	1,166.00	1,030.43	825.71	1,140.15	12,064.02 47.9%
Administrative Costs													
Equipment	55.05	0.00	0.00	0.00	0.00	0.00	0.00	315.60	0.00	0.00	0.00	0.00	370.65 1.5%
Insurance	144.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	615.60	760.40 3.0%
Printing & Stationery	0.00	2.50	0.00	0.00	10.99	0.00	36.53	0.00	0.00	13.98	0.00	0.00	64.00 0.3%
Telephone & Internet	75.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	151.70	257.21 1.0%
IT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.0%
Jotform annual subscription	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191.67	0.00	191.67 0.8%
General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00	0.00	0.00	74.17	110.17 0.4%
Total Administrative Costs	275.36	2.50	0.00	0.00	10.99	0.00	36.53	315.60	46.00	23.98	201.67	841.47	1,754.10 7.0%
Net Income	2,054.80	3,634.62	946.58	349.14	3,091.89	907.14	(524.69)	(1,294.50)	2,258.09	(465.88)	(168.91)	594.28	11,382.56 45.2%
Balance carried forward	28,818.10	32,452.72	33,399.30	33,748.44	36,840.33	37,747.47	37,222.78	35,928.28	38,186.37	37,720.49	37,551.58	38,145.86	

Treasurers Report 2023-2024

Westerham Foodbank started the financial year with a healthy bank balance. In light of this, a review of our banking needs, spending patterns and policies led to a number of positive changes which I'm pleased to outline below.

Banking

NatWest advised us that as a newly registered charity our original Community Bank Account would no longer be acceptable and a new Business Current Account, suitable for small charities, was duly opened in May 2024. Donors have been notified of the new bank details over the following months and the Community Account will close completely this month.

Additionally, an interest-bearing 90-day savings account was opened in order for the reserves to generate income. As of 31st January, it is earning 3.44% gross, 3.49% AER which is competitive, but this is kept under regular review.

Digitisation

Xero Cashbook accounting software has streamlined our accounts and reduced the amount of administrative time spent on bookkeeping. Xero stores copies of invoices and receipts securely and can produce reports. The subscription is currently paid by Westerham Brewery Co Ltd.

Jotform is a web-based tool that allows users to create bespoke forms. The Foodbank's recipients have all adapted well to the new 'ordering' system and the weekly administrative burden has been greatly reduced. The Foodbank qualified for a 50% charity discount, reducing the subscription cost to £191.67.

The forms, which are needed in hard copy for packing bags on a Thursday morning, are printed at Westerham Brewery, saving the trustees the personal cost of paper and ink.

Jotform is GDPR compliant and has been a huge boon to our weekly operation.

Spending

We have reviewed our spending, surveyed recipients about their food preferences and given consideration to healthier choices. As a result, we now offer fresh eggs and fruit and have recently extended this to fresh vegetables and bread.

The digital Jotform allows instant editing so items can be added or removed according to stock levels, physical donations received and seasonal variations e.g. brussels sprouts at Christmas. It also ensures that fresh goods go only to those requesting them, avoiding waste.

Healthier options

In addition to the items donated via Morrisons and at the various collection points, stock items are purchased and delivered to the Scout Hut every Thursday. This has allowed us to take positive steps in ensuring healthier options are available on a regular basis, whilst being mindful of our recipients' food preferences, kitchen facilities and varying cooking skills (some clients only have a microwave).

We are grateful for the information made public by The Trussell Trust in their nutritional analysis of a typical 3-day emergency food parcel which helped inform our decisions. Some examples are shown below: -

- Choosing healthier snacks such as dried fruit and nut mix
- Always offering orange juice as an important source of Vitamin C
- Selecting good quality tinned meats with a higher protein content

Grants, Donations & Fundraising

This year our shed maintenance costs, both materials and labour, were generously covered by St James Place and their team of volunteers. This saved us an estimated £750.00.

We are hugely grateful for grants received from Sevenoaks District Council's Household Support Fund and The Barley Trust and for donations from individuals, local businesses and community events.

Morrisons' weekly allowance sustains us with an average weekly sum of £115 to be spent in store. This is thanks in large part to the work of Mike Bull at the Oxted store who oversees their Green Bag Scheme and regular Foodbank Drives which publicise this important community outreach and encourage new support.

Unfortunately, despite this support, it looks likely that going forwards donations will not cover the cost of additional goods that are needed each week so we will be spending reserves.

We are monitoring this closely and will initiate fundraising activities when necessary.

Risks

The board of trustees has determined that our unrestricted reserves should be maintained at a minimum of 6 months of operating expenses. This level will allow us to cover essential costs during unforeseen circumstances, such as: -

- Withdrawal of support by Morrisons Supermarket – (approx. £6000 in 2023/4)
- Withdrawal of free use of the Scout Hall by 17th Sevenoaks (Westerham) Scout Group
- Withdrawal of Sevenoaks District Council's Household Support Fund (£11,332 in 2023/4)
- Drops in income (donations, grants)
- Emergency expenditures such as weather damage to storage sheds

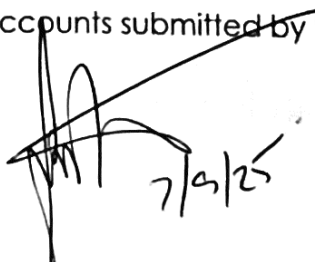
Our Reserves Policy is available upon request.

Liz Wicks

Treasurer

I attach the Treasurer's Report and Accounts submitted by Liz which I have independently examined.

Jenny Smith, Independent Examiner



7/9/25

WESTERHAM FOODBANK

England & Wales - Charity number 1196367

Accounts

Item 4

Chairperson's Report 2022-23

This report covers Westerham Food Bank's ninth year of operation, November 2022 – October 2023.

Once again, it's good to be able to report on another year without interruptions to supporting our clients. This is of course only made possible by the talented, capable, hardworking and flexible team of volunteers we are fortunate to have and the generosity of individuals and organisations in our community.

Clients

This year the number of households we support has risen by 14%. At the end of the year 2021-2022 there were 51 active client households, 19 single people, 5 couples, 27 families: in all, 64 adults and 59 children. At the end of the period there were 58 households on the register: 21 single people, 5 couples and 30 families with a total of 75 adults and 62 children. It is worth noting that since the end of the reporting period we have taken on an additional 5 households. Also, there is an increase in the frequency which clients ask for our support.

Over the year, 20 households have left the foodbank and we've had 28 new referrals. Referrals have come from a variety of different agencies including, Community Warden, Churchill School, Local Churches, Social Prescribers, Citizens Advice, Housing Associations, Social Services, Drug and Alcohol Wellbeing Services, Medical assistant & care co-ordinator and neighbouring foodbanks.

The reasons for referral remain many and varied: debt issues, physical and mental health issues, repercussions of rehousing, issues with benefits, refugees and asylum seekers from various countries, the cost-of-living crisis, inflation and the cost of food and energy.

As in previous years some clients need our support only for a short time, some intermittently over a longer period and some over an extended period. It continues to be the case that the frequency of requests for deliveries has been increasing as have the length of lists of items requested. Hygiene products continue to be requested frequently.

Volunteers

We are fortunate to have an outstanding team of volunteers who together enable the Westerham Food Bank to operate. Without volunteers we simply wouldn't be able to support clients. It was one of our challenges this year to attract and retain more volunteers. We are delighted to say as a result of a suggestion from the audience at last year's AGM we placed an advert in the local TN16 magazine which resulted in interest from 17 new volunteers many of whom have joined our team. Huge and sincere thanks to everyone who gives so freely of their valuable time. We now have 38 volunteers (including 7 trustees) who staff the rota for running the weekly Foodbank session on a Thursday, shop on a weekly basis at Morrisons, contact clients and produce the weekly lists from which bags are packed, collect donations from collection points and deliver to

our stores, collect fresh food from Morrisons early on a Thursday morning and deliver it to the Scout Hut & and deliver to those who are unable to collect.

In September we held a "Thank You Afternoon Tea" for all volunteers in Helen & Mike Ogden's garden. The weather was kind and the event was well attended, giving volunteers the opportunity to meet each other and have time to chat, eat cake and share stories. Thankyou Helen and Mike.

Donations

Collection baskets have remained at Waitrose Biggin Hill, the Westerham Co-op, Wolfe Garage and St. Marys Church. St John The Baptist Church and St. Theresa of the Infant Jesus collect donations regularly and deliver direct to us periodically. Westerham Town Council offices have also continued to accept food donations. We were fortunate to receive Harvest gifts from Churchill School. Holy Trinity Crockham Hill, Radnor House, St Mark's Biggin Hill, St Mary's Tatsfield and St Mary's Westerham

Morrisons of Oxted donate weekly to us, providing products from our wish list of items needed. The value of these items is approximately £120 each week. In addition to these items, we collect fresh fruit, vegetables and a small range of other fresh items every Thursday morning that we distribute to our clients the same morning. Since September we also collect fresh chill items from Morrisons which we can keep chilled at a safe temperature (thanks to the Scouts for the use of their fridge). We are able to offer these items to all clients who call in to collect their shopping. All these fresh items continue to prove a very welcome addition to the range of items we can supply.

We continue to be a partner of The Oxted & Edenbridge Hygiene Bank and benefit from sizeable donations of hygiene products from them on a regular basis.

Our relationship with In Kind Direct also continues and allows us to purchase items from them at approximately 10-20% of the usual retail price. This makes some cash donations stretch 5 to 10 times further.

We continue to receive donations in cash or bank transfer from individuals on a regular basis, which enables us to purchase items which are needed but are not often donated.

In September Hever Hawks House at Radnor House School voted for us to be the charity they support over the next year. We look forward to this new opportunity to raise awareness and funds.

Local organisations and businesses have also been generous in their support and include Autoflame, Aqualisa, Westerham Financial Services, St James Place & Day Lewis. Waitrose has continued to be generous to the Food Bank this year. Their two collection baskets are full every week and the Food Bank has received special donations at Christmas.

Generous donations, from Morrisons, Waitrose, Tatsfield School and individual donors, enabled the Food Bank to distribute the now traditional Christmas

Hampers to all clients. We are grateful to St. James's Place who gave us the use of their spacious board room along with a large team of employees who helped unload, sort, and pack the Christmas Hampers. Steve Grange and Community Warden Paul Robertson tackled the mammoth task of delivering each Christmas Hamper personally. Thank You Steve and Paul.

Charity Status

We have been a Registered Charity for almost two years now. Our Charity number is 1196367 and our object is **“The prevention and relief of food poverty and the promotion of good health for public benefit of all those living in and around Westerham, Kent by primarily but not exclusively operating a Food Bank and providing allied services.”**

Financial report

Examined accounts for the year are presented separately.

Location

The Scout Hut here in Westerham has been our home for over 2 years now thanks to the 17th Sevenoaks Scout Group (Westerham). Our two sheds have streamlined how we operate and helped enormously with the need for satellite storage options (a.k.a. spare bedrooms of trustees). However, satellite storage is not a thing of the past, as the volume of donations often exceeds our onsite storage option so on occasions donations are transported from the satellite storage to the Scout Hut. There's often a flurry of manoeuvres at the end of each session resulting in items needing to go back into cars to be stored in the various satellite storage places until the following week. Thanks to satellite storage providers and transporters.

The scouts also allowed us to instruct a local contractor to erect an outdoor shelter spanning the area between the 2 sheds. This addition has extended our working area (saving our volunteers backs) and helping the packing team & shed stocking team to stay dry during the wet weather.

Operations

In February 2023 Morrisons were no longer able to pick and pack our shopping for us to collect weekly. Instead, we needed to find shoppers to do what we now fondly call a supermarket sweep. This involves a volunteer or volunteers shopping in Morrisons each week for the items we are short of. The value of the goods purchased frequently exceed £200 and more than 1 trolley. So quite a workout for the 4 trustees and 2 volunteers who come forward to do this.

In May we invited and encouraged clients to return to the original model of collecting their own bags. A little over 15% of our clients have returned although the number varies from week to week and many have become regulars. Citizens Advice and HERO services from Sevenoaks District Council both attend once a month, but on different weeks, so that clients have an opportunity to benefit from face-to-face contact and an opportunity for volunteers and clients to meet. There's always a warm welcome, a cuppa and cake or biscuits.

Two Duke of Edinburgh Students joined us to work on projects this year. One of them set up our shared Google drive and made "how to" videos to help us with this new area. And the other one joined as a member of the packing, dating and restocking team as well as creating a visual shopping list for those who may need information presented visually rather than in written form.

Also, In May we purchased 2 mobile phones for the Foodbank, one is used by a volunteer to obtain the weekly lists from clients the other is now the main contact number for the foodbank. The central communication we now have in place (including WhatsApp, Gmail and a shared drive) means that all communication between trustees can be accessed and this helps to remove the pressure of any one trustee being solely responsible. This remains work in progress.

In August 2023 5 clients attended a Social Kitchen course run by West Kent Primary Care Team (WKPCT). The course was held at Bore Place once a week for 4 weeks. All food, recipes, Tupperware and transport were provided by WKPCT.

Our Facebook page was launched successfully and posts are put on most weeks by one of the new volunteers who came forward as a result of this year's recruitment drive.

The Original Shopping list from 9 years ago has been reviewed and amended.

Challenges for the coming year ·

- Recognising that the increasing number of clients and the volume of work will require us to adapt and grow as an organisation.
- Raising our Social Media profile further.
- Ensuring all trustees are proficient in using the data stored centrally.
- Continuing to weather the cost-of-living crisis. This will continue to hit many of our clients as well as increasing the cost of buying in of food stocks and, perhaps, a drop in the donations.
- Coping with an extended coverage area. Referrals are now regularly being made from neighbouring areas: Biggin Hill, Tatsfield, Brasted, and Sundridge
- Continuing to co-operate with the ever-changing body of referrers.
- Continuing to learn from neighbouring foodbanks.
- Recruiting more trustees.
- Appointing a Chairperson

To conclude this report, I pay thanks again to all involved with the foodbank, by giving your time funds or food to Westerham Food Bank you are all investing in our great community and make it possible for us to exist and support each other. Especial thanks are due to the Trustees, Helen Ogden (Secretary), Mary Heasman (Treasurer), Jacqui Lendrim, Fiona Owen, Stephen Porter and Sharon Lord. Mary will be leaving us as a trustee after 9 years of being involved with the foodbank. Enormous thanks to Mary for all the time, thought and hard work throughout the last nine years. We are delighted that Mary will continue to be involved as a volunteer, so we are not losing her vast knowledge and expertise. I have completed my 2 years of being a Trustee and Chairperson so will join Mary and our wonderful team of regular volunteers. And welcome to our new trustees Liz Wicks and Sally Houston.

Our ambition to become redundant remains. However, that doesn't seem to be on the horizon anytime soon.


Westerham Food Bank Summary of Income & Expenditure 2022-2023

	Bank	
	Credit	Debit
Brought Forward Balance 01/11/2022	9,598.19	
Grant - Barley Charity Trust	300.00	-
Donations	15,440.55	-
Stock Purchase	108.00	3,316.38
Access Underwriting Insurance	-	348.00
Equipment	-	2,006.24
Sevenoaks District Council	7,754.50	
HMRC Gift Aid	1,687.49	
Outside Workspace Cover	-	2,432.40
Phone Charges	-	22.39
Total Credit/Debit	25,290.54	8,125.41
Carried Forward Balance 31/10/2023	26,763.32	

Cash		Total	
Credit	Debit	Credit	Debit
		9,598.19	
-	-	300.00	-
275.55	-	15,716.10	-
-	219.63	108.00	3,536.01
-	-	-	348.00
-	9.00	-	2,015.24
-	-	7,754.50	-
-	-	1,687.49	-
-	-	-	2,432.40
-	-	-	22.39
275.55	228.63	25,566.09	8,354.04
46.92		26,810.24	

Westerham Foodbank Summary of Income & Expenditure 2022-2023

	Bank		Cash		Total	
	Credit	Debit	Credit	Debit	Credit	Debit
Brought forward balance 01/11/2022	9,598.19				9,598.19	
Grant - Barley Trust	300.00	-	-	-	300.00	-
Donations	15,440.55	-	275.55	-	15,716.10	-
Stock Purchase	108.00	3,316.38	-	219.63	108.00	3,536.01
Access Underwriting Insurance	-	348.00	-	-	-	348.00
Equipment	-	2,006.24	-	9.00	-	2,015.24
Sevenoaks District Council Automated Credit	7,754.50	-	-	-	7,754.50	-
HMRC Gift Aid	1,687.49	-	-	-	1,687.49	-
Outside Workspace Cover	-	2,432.40	-	-	-	2,432.40
Phone Charges	-	22.39	-	-	-	22.39
Total Credit/Debit	25,290.54	8,125.41	275.55	228.63	25,566.09	8,354.04
Carried Forward Balance 31/10/2023	26,763.32		46.92		26,810.24	

Independently
 examined
 Jennifer Smith

 28/1/24

Accounts for Westerham Food Bank financial year 2022-2023

Date	Description	Cheque/Receipt No/Ref	Bank		Cash	
			Credit	Debit	Credit	Debit
	Balance Brought Forward	01/11/2022	9,598.19			
01/11/2022	Automated Credit Donation	Fletcher	100.00			
07/11/2022	Stock Purchase	Online 1		200.95		
08/11/2022	Automated Credit Donation	Bailey	30.00			
14/11/2022	Automated Credit Donation	O'Neill	35.00			
21/11/2022	Automated Credit Donation	York	35.00			
22/11/2022	Stock Purchase	Online 2		42.24		
24/11/2022	Automated Credit Donation	Munday	10.00			
30/11/2022	Online Donation	O'Neill	50.00			
01/12/2022	Automated Credit Donation	Fletcher	100.00			
02/12/2022	Stock Purchase	Online 3		140.44		
02/12/2022	Cash Donation	Howells			50.00	
02/12/2022	Cash Donation	Anon			20.00	
06/12/2022	Online Donation	Willcox	1,200.00			
08/12/2022	Automated Credit Donation	Bailey	30.00			
09/12/2022	HMRC Gift Aid		1,031.61			
09/12/2022	Equipment	Online 4 (Markers)		12.00		
12/12/2022	Automated Credit Donation	Breen	100.00			
13/12/2022	Automated Credit Donation	O'Neill	35.00			
15/12/2022	Automated Credit Donation	Raffe	50.00			
16/12/2022	Sevenoaks District Council Automated Credit		45.00			
16/12/2022	Automated Credit Donation	Dunne (CAF)	7,500.00			
19/12/2022	Stock Purchase	Online 5		479.93		
20/12/2022	Automated Credit Donation	Gold/Marriott	50.00			
20/12/2022	Automated Credit Donation	Kendall	250.00			
20/12/2022	Online Donation	Piggott/Brady	150.00			
21/12/2022	Automated Credit Donation	York	35.00			
22/12/2022	Stock Purchase	Online 6		93.54		
23/12/2022	Automated Credit Donation	Munday	10.00			
23/12/2022	Automated Credit Donation	Biggin Hill Carpets	125.00			
03/01/2023	Automated Credit Donation	Fletcher	100.00			
05/01/2023	Equipment	Cash 1 (Boxes)				9.00
09/01/2023	Automated Credit Donation	Oxted Country Market	300.00			
09/01/2023	Automated Credit Donation	Bailey	30.00			
10/01/2023	Stock Purchase	Online 8		80.96		
10/01/2023	Equipment	Online 7 (Shelving)		267.98		
13/01/2023	Automated Credit Donation	O'Neill	35.00			
13/01/2023	Grant - Barley Charity Trust	000029	300.00			
13/01/2023	Donation - Barley Mow Quiz Night	000030	423.00			
16/01/2023	Automated Credit Donation	Westerham Town Council	400.00			
23/01/2023	Automated Credit Donation	York	35.00			
24/01/2023	Equipment	Online 10 (Boxes)		24.00		
24/01/2023	Stock Purchase	Online 9		74.00		
30/01/2023	Automated Credit Donation	Munday	10.00			
01/02/2023	Automated Credit Donation	Fletcher	100.00			
08/02/2023	Automated Credit Donation	Bailey	30.00			
09/02/2023	Stock Purchase	Online 12		34.85		
09/02/2023	Stock Purchase	Online 11		99.69		
13/02/2023	Automated Credit Donation	O'Neill	35.00			
17/02/2023	Sevenoaks District Council Automated Credit		3,250.00			
20/02/2023	Automated Credit Donation	St. Mary's Church	42.00			
21/02/2023	Automated Credit Donation	York	35.00			
21/02/2023	Stock Purchase	Online 13		32.04		
22/02/2023	Automated Credit Donation	Biggin Hill Carpets	75.00			
24/02/2023	Stock Purchase	Online 14		42.30		
25/02/2023	Stock Purchase	Cash 2				3.10
01/03/2023	Automated Credit Donation	Fletcher	100.00			
07/03/2023	Automated Credit Donation	Munday	10.00			
08/03/2023	Automated Credit Donation	Bailey	30.00			
08/03/2023	Equipment	Online 18 (Display Boards/Phone Accessories)		193.35		
08/03/2023	Equipment	Online 17 (Phones)		339.98		
08/03/2023	Stock Purchase	Online 16		25.44		
13/03/2023	Online Donation	Gibson	40.00			
13/03/2023	Automated Credit Donation	O'Neill	35.00			
21/03/2023	Automated Credit Donation	York	35.00			
28/03/2023	Equipment	Online 19 (Lanyards)		165.00		
29/03/2023	Automated Credit Donation	Munday	10.00			
30/03/2023	Automated Credit Donation	Hester	50.00			
31/03/2023	Sevenoaks District Council Automated Credit		1,625.00			
03/04/2023	Automated Credit Donation	Fletcher	100.00			
03/04/2023	Stock Purchase	Online 21		7.36		
03/04/2023	Stock Purchase	Online 20		12.70		

06/04/2023	Sevenoaks District Council Automated Credit		834.50			
11/04/2023	Automated Credit Donation	Bailey	30.00			
12/04/2023	Automated Credit Donation	Biggin Hill Carpets	60.00			
13/04/2023	Automated Credit Donation	O'Neill	35.00			
18/04/2023	Donation	000031 (Merry)	25.00			
21/04/2023	Automated Credit Donation	York	35.00			
26/04/2023	Automated Credit Donation	Gold/Marriott	50.00			
26/04/2023	Automated Credit Donation	Munday	10.00			
01/05/2023	Cash Donation	Day Lewis (Charity Day)				155.55
02/05/2023	Automated Credit Donation	Fletcher	100.00			
04/05/2023	Stock Purchase	Online 24			31.15	
04/05/2023	Equipment	Online 22 (Markers/Card Holders)			35.16	
04/05/2023	Stock Purchase	Online 22			28.46	
04/05/2023	Stock Purchase	Online 23			45.30	
04/05/2023	Stock Purchase	Online 25			72.00	
09/05/2023	Automated Credit Donation	Biggin Hill Carpets	75.00			
09/05/2023	Automated Credit Donation	Bailey	30.00			
15/05/2023	Automated Credit Donation	O'Neill	35.00			
19/05/2023	Stock Purchase	Online 27			31.94	
19/05/2023	Equipment	Online 26 (Carrier Bags)			18.00	
19/05/2023	Stock Purchase	Online 26			57.60	
22/05/2023	Automated Credit Donation	York	35.00			
23/05/2023	Automated Credit Donation	Biggin Hill Carpets	75.00			
01/06/2023	Automated Credit Donation	Fletcher	100.00			
08/06/2023	Automated Credit Donation	Bailey	30.00			
13/06/2023	Automated Credit Donation	O'Neill	35.00			
15/06/2023	Equipment	Online 28 (key)			7.50	
15/06/2023	Stock Purchase	Online 28			27.62	
16/06/2023	Stock Purchase	Online 29			59.96	
16/06/2023	Stock Purchase	Online 30			277.85	
16/06/2023	Stock Purchase	Online 31a			31.81	
21/06/2023	Automated Credit Donation	York	35.00			
23/06/2023	Stock Purchase	Online 31b			128.09	
27/06/2023	Automated Credit Donation	Royal British Legion - Sevenoaks	1,000.00			
28/06/2023	Stock Purchase	Online 32			29.81	
28/06/2023	Stock Purchase	Online 32 (See Refund 30/06)			108.00	
28/06/2023	Stock Purchase	Cash 3				8.00
29/06/2023	Outside Workspace Cover	Online 33 (Resite Services)			2,432.40	
30/06/2023	Stock Purchase	Online 32	108.00			
03/07/2023	Automated Credit Donation	Fletcher	100.00			
06/07/2023	Automated Credit Donation	Biggin Hill Carpets	50.00			
10/07/2023	Automated Credit Donation	Bailey	30.00			
12/07/2023	Stock Purchase	Cash 4				44.14
13/07/2023	Automated Credit Donation	O'Neill	35.00			
19/07/2023	Stock Purchase	Cash 5				14.02
19/07/2023	Stock Purchase	Cash 6				85.00
21/07/2023	Automated Credit Donation	York	35.00			
25/07/2023	Donation	000032 (St. Theresa's Church)	200.00			
01/08/2023	Automated Credit Donation	Fletcher	100.00			
01/08/2023	Stock Purchase	Online 35			31.93	
01/08/2023	Stock Purchase	Online 37			50.96	
01/08/2023	Stock Purchase	Online 34			22.98	
01/08/2023	Stock Purchase	Online 36			33.28	
08/08/2023	Automated Credit Donation	Bailey	30.00			
11/08/2023	Sevenoaks District Council Automated Credit		2,000.00			
14/08/2023	Automated Credit Donation	O'Neill	35.00			
14/08/2023	Stock Purchase	Online 38			26.93	
18/08/2023	Automated Credit Donation	Wesley	250.00			
21/08/2023	Automated Credit Donation	York	35.00			
21/08/2023	Online Donation	Gibson	40.00			
21/08/2023	Stock Purchase	Online 39			54.44	
24/08/2023	Equipment	Online 40 (Tables)			727.66	
29/08/2023	Stock Purchase	Online 41			29.24	
31/08/2023	Automated Credit Donation	Day Lewis (CAF)	155.55			
01/09/2023	Automated Credit Donation	Fletcher	100.00			
08/09/2023	Automated Credit Donation	Bailey	30.00			
13/09/2023	Automated Credit Donation	Biggin Hill Carpets	100.00			
13/09/2023	Automated Credit Donation	O'Neill	35.00			
13/09/2023	Equipment	Online 42 (First Aid Box/Book)			34.12	
13/09/2023	Stock Purchase	Online 44			38.15	
13/09/2023	Stock Purchase	Online 43			151.84	
13/09/2023	Stock Purchase	Cash 7				65.37
15/09/2023	Stock Purchase	Online 47			196.31	
15/09/2023	Stock Purchase	Online 45			7.75	
15/09/2023	Equipment	Online 46 (Lanyards)			165.00	
21/09/2023	Automated Credit Donation	York	40.00			
21/09/2023	Online Donation	Gibson	40.00			

21/09/2023	Stock Purchase	Online 48		38.88		
26/09/2023	HMRC Gift Aid		655.88			
02/10/2023	Automated Credit Donation	Fletcher	100.00			
05/10/2023	Cash Donation	K. Smart			20.00	
05/10/2023	Cash Donation	St. Mark's Biggin Hill			10.00	
05/10/2023	Cash Donation	Hornby			10.00	
05/10/2023	Cash Donation	Anon				
06/10/2023	Stock Purchase	Online 49		128.75		
06/10/2023	Stock Purchase	Online 52		28.51		
06/10/2023	Stock Purchase	Online 50		22.39		
06/10/2023	Phone Charges	Online 50 (Blackboard)		16.49		
06/10/2023	Equipment	Online 51		98.07		
06/10/2023	Stock Purchase		10.00			
09/10/2023	Online Donation	Saward				
09/10/2023	Online Donation	O'Neill		35.00		
09/10/2023	Online Donation	Bailey		30.00		
09/10/2023	Automated Credit Donation					
10/10/2023	Stock Purchase	Online 53		32.72		
13/10/2023	Automated Credit Donation	O'Neill				
13/10/2023	Stock Purchase	Online 54		49.61		
23/10/2023	Automated Credit Donation	York		40.00		
31/10/2023	Access Underwriting (Insurance Renewal 2023/24)	Online 55		348.00		
	Sum Total		34,888.73	8,125.41	275.55	228.63
	Balance Carried Forward	31/10/2023	26,763.32		46.92	

WESTERHAM FOODBANK

England & Wales - Charity number 1196367

Accounts

Westerham Food Bank Summary of Income & Expenditure 2021-2022

	Bank		Cash		Total	
	Credit	Debit	Credit	Debit	Credit	Debit
Brought Forward Balance 01/11/2021	5,350.23		325.16		5,675.39	
Grant - Barley Charity Trust	400.00	-	-	-	400.00	-
Donations	4,680.00	-	-	-	4,680.00	-
Shed Donations	7,582.60	-	-	-	7,582.60	-
Food Purchase	-	2,719.30	-	-	-	2,719.30
Access Underwriting Insurance	-	305.70	-	-	-	305.70
Equipment	-	124.80	-	-	-	124.80
Shed Purchase Costs	-	5,590.00	-	-	-	5,590.00
Transfer From Cash Account	325.16	-	-	325.16	325.16	325.16
Total Credit/Debit	12,987.76	8,739.80	-	325.16	12,987.76	9,064.96
Carried Forward Balance 31/10/2022	9,598.19					