

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	Oxtd 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			
			100.00			
02/10/2023	Automated Credit Donation	Fletcher			20.00	
05/10/2023	Cash Donation	K. Smart			10.00	
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		128.75		
06/10/2023	Stock Purchase	Online 49		28.51		
06/10/2023	Stock Purchase	Online 52		22.39		
06/10/2023	Phone Charges	Online 50		16.49		
06/10/2023	Equipment	Online 50 (Blackboard)		98.07		
06/10/2023	Stock Purchase	Online 51				
09/10/2023	Online Donation	Saward	10.00			
09/10/2023	Online Donation	O'Neill	35.00			
09/10/2023	Online Donation	Bailey	30.00			
09/10/2023	Automated Credit Donation			32.72		
10/10/2023	Stock Purchase	Online 53				
13/10/2023	Automated Credit Donation	O'Neill	35.00			
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	