



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From Period start date: February 2022

To Period end date: January 2023

Charity name: Letchworth Foodbank

Charity registration number: 1197672

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To feed and support individuals and families who are in need in Letchworth, Hitchin and Baldock and neighbouring villages. The Letchworth Foodbank is supported 100% by volunteers. There were no salaried staff employed during the 12 months covered by this report.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	As a Foodbank we provide non-perishable food. We can also support homeless people and individuals with special dietary requirements such as, vegan, vegetarian and gluten free food.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees of the Letchworth Foodbank are all physically involved with volunteering in the day to day running of the organisation. This includes working in the warehouse and delivering food to our distribution centres and warehouse.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
	Para 1.38	

Contribution made by volunteers		
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Letchworth Foodbank has met all its targets and ambitions set at the start of 2022. The Foodbank provides food on a bi-weekly basis. In addition to this we provided school holiday parcels for children. The parcels were prepared for those young people who normally receive free school meals during term time. We engaged with other charities and agencies in our geographical area. This initiative allows us to reach more people in need, who would normally struggle to feed themselves or their family.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Please refer to our year end accounts
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A financial reserve is held in the event of an unexpected demand for our services. The need for this was highlighted during the Covid pandemic crisis.
Amount of reserves held	Para 1.22	£50,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Letchworth Foodbank has a very high profile in the community. We are very well supported by financial donations from individuals, corporate business, and grant aid. The Foodbank is therefore financially secure for the foreseeable future.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	The Letchworth Foodbank works under the guidance of the Trussell Trust
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Letchworth Foodbank became a CIO in January 2022
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Letchworth Foodbank has currently 3 trustees. We have adopted a formal policy for trustee selection, thereby sourcing the right people with the skillsets we require.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Letchworth Foodbank
Other name the charity uses	
Registered charity number	1197672
Charity's principal address	St Pauls Church 179 Pixmore Avenue Letchworth Garden City Hertfordshire SG61QT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Patrick Thomas Byrne	Chair of trustees		
2	Elizabeth Bunker	Trustee		
3	Ciaran McGill	Trustee	Appointed October 2023	
4	Peter McMeekin	Trustee	Resigned March 2024	
5	Roger Thomson	Trustee	Resigned June 2023	
6	Enda Byrne	Trustee	Resigned January 2023	
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	T. Byne	
Full name(s)	PATRICK THOMAS MARGO BYNE	
Position (eg Secretary, Chair, etc)	CHAIR OF TRUSTEES.	
Date	14th June 2024	