

Trustees' Annual Report for the period: 1st February 2024 to 31st January 2025

Charity name: Calne Foodbank

Charity registration number: 1197756

Objective

The objects of the CIO are to relieve persons in the Marden Vale Area who are in conditions of need, hardship or distress in such ways as the Trustees think appropriate.

Activities

In furtherance of the first objective, to supply food parcels containing tinned and dried food to ensure a healthy, balanced, nutritious diet for up to 3 days either directly or through partner agencies approved by the trustees and by other associated activities (in so far as they shall be charitable) and (save for purposes incidental and ancillary to those objects) no other purposes.

During 2024 the charity has continued to build on the progress made in 2023.

The registration system adopted in 2023 has bedded in and we now have comparison data for 2024 which will inform trustees' future planning.

Trustees have been able to continue under the principle of trust; that is, clients do not have to produce documentary evidence of need.

A total of 311 households have registered with the Foodbank. This means that 475 adults and 287 children have been supported by the Foodbank at some point since registrations were introduced.

Referrals continue to be taken from Wiltshire Council and other agencies, but anyone can 'walk in', register, and receive help.

2,792 food parcels have been issued this year, an increase of 13% on 2023.

Despite all the pressures on resources at the Foodbank, the trustees are confident in their reserves policy and will continue to support the needs of the local community.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit:

The trustees of Calne Foodbank are grateful for the guidance provided on the Charity Commission website. All relevant policies are in place and have been updated as appropriate.

Volunteers follow the guidelines of the policies. Protections are in place for both volunteers and the clients of Calne Foodbank.

Policy on grant making:

The charity is supported by grants applied for at the discretion of the trustees to help achieve the aims of the organisation. Calne Foodbank has further received ongoing support from Wiltshire Council and Calne Town Council.

Contribution made by volunteers:

Once again, a huge thank you from the trustees to the fantastic contributions of the dedicated volunteers, without whom Calne Foodbank could not operate. There are 29 volunteers, including trustees, each contributing in different ways: collecting donations, serving clients, sorting / checking donations, distributing food parcels, continually updating social media, fundraising, applying for grants, delivering and keeping the premises in good order.

During the year trustees held 2 meetings with volunteers in the Corn Exchange. These were opportunities to explain to volunteers how and why trustees made decisions and there is always an open forum for volunteers to express their opinions.

As always, it is a privilege for trustees to receive their support.

The charity has continued to develop good relationships with churches, schools, community groups and other agencies, accepting referrals and signposting clients where appropriate.

The charity continues to be well supported by Wiltshire Council and Calne Town Council.

Local supermarkets and businesses have also been very supportive.

Calne Foodbank would simply not exist without the amazing support of the local community.

The primary purpose of Calne Foodbank is to provide support for those in the community who are struggling to cope and to provide food for themselves and those in their household. During 2024 Calne Foodbank has continued to issue food parcels to all who have asked for help, despite the difficult economic conditions.

This is largely due to careful planning and setting out and adhering to the annual budget agreed by trustees. Within the budget trustees have allowed for the regular purchase of food to supplement the shortfall in food donations.

Trustees have also actively encouraged offers to support the Foodbank through standing order payments into the Foodbank account.

Achievements against objectives set:

Regular visits by partner agencies

Performance of fundraising activities against objectives set:

The fundraising team has increased their activities enthusiastically. The team are not given targets to meet in their fundraising, it has been equally important to raise the profile of the charity at community events such as the Duck Race, Calne Bike Meet, Calne Carnival and Christmas Festival.

Statement explaining the policy for holding reserves stating why they are held:

The purpose of the Reserves policy is threefold:

1. To ensure that the Calne Foodbank is able to deliver its objective, in a stable and efficient manner, for a minimum period of four months. This period is deemed a reasonable period during which alternative measures could reasonably be expected to be put in place to provide alternative means to support the beneficiaries of the charity.
2. To ensure that all donations are spent efficiently and as soon as practical, on the purpose for which they were intended by the donor ie: in carrying out the objectives of the Foodbank.
3. To provide confidence, to all concerned parties, that the charity is being actively and properly managed.

Review of the Charity's Financial Position at the end of the reporting period:

Calne Foodbank held cash totalling £82,133 at the end of the period, up from £75,155 at the previous year-end. No other investments are held and no debt. The trustees ensure that any funds not immediately required for day-to-day expenditure are placed on fixed interest deposit, thus maximising investment income.

Income over the period totalled £46,495, down 2.5% from the previous year. In 2024-2025 this was received from a number of sources including individuals (30%), local authority grants (38%), local businesses, churches and schools (22%) and gift aid, noting though that individual donations fell in the last year, offset by higher grant income. The trustees seek to ensure as broad a spread of income as possible.

Expenses during the period totalled £39,517, up 21% on the previous year reflecting the first full-year of an arrangement with Citizens Advice to provide in-house consultations in our premises and higher purchases of food. The two most significant expenses continue to be rent for the premises (£12,000 pa) and food purchase (£13,031). Other expenses relate primarily to payments to Citizens Advice, maintenance of the premises and utilities.

Looking forward into the next year, we expect to spend an increasing amount of food. Though in-kind food donations have continued to rise in the last twelve months, this has not kept pace with the increased demand for our services.

A description of the principal risks facing the charity :

Risks are a part of life facing all charities and Calne Foodbank is no different. Anything that could prevent Calne Foodbank achieving its aims or carrying out its strategies is a risk.

Risks Calne Foodbank face include:

- damage to its reputation
- physical injury to volunteers
- receiving less funding or fewer public donations
- an unforeseen rise in demand from beneficiaries
- change in the government's policy on a particular issue, affecting grants or contracts
- turbulent economic or political environment
- acting in breach of trust
- Trustees protection against financial risk

How the above risks are managed by the Trustees also qualifies as a risk.

Type of governing document :

Charitable Incorporated Organisation: Model constitution for a CIO whose only voting members are its charity trustees.

How is the charity constituted? CIO Charity No. 1197756

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:

When appointing a new trustee, the rules in the Governing Document (in this case, the Constitution) must be followed.

The Governing Document is a legal document and trustees must comply with it.

Calne Foodbank Constitution states that:

There should be a minimum of 3 trustees and a maximum of 9 trustees.

‘(1) Apart from the first charity trustees, every trustee must be appointed for a term not exceeding three years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for the appointment as charity trustees, the appointing body must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.’

Charity's principal address: 1 Oxford Road, Calne, Wiltshire SN11 8AA

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	
Kevin Wells	Chairperson	

Jacqueline Steel	Treasurer	
Emma Boatman	Secretary	
John Watt	Safeguarding Officer	
Jane Mason	Deputy Safeguarding Officer	
Kate Morley	Food Procurement	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Calne Foodbank

Reg. Charity No.
1197756

Receipts and payments accounts

CC16a

For the period from	Period start 01-Feb-24	To	Period end date 31-Jan-25
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	
A1 Receipts					
Donations: Individuals	14,097	0	0	14,097	
Donations: Church	685	0	0	685	
Donations: Schools	508	0	0	508	
Donations: Local businesses	2,223	0	0	2,223	
Donations: Local groups	6,814	0	0	6,814	
Grants	17,575	0	0	17,575	
Interest on deposit	1,166	0	0	1,166	
Fundraising	925	0	0	925	
Gift Aid	2,503	0	0	2,503	
Sub total (Gross income for AR)	46,495	0	0	46,495	

A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	
Sub total	0	0	0	0	
Total receipts	46,495	0	0	46,495	

A3 Payments

Food purchase	13,031	0	0	13,031	
Christmas vouchers (Sainsbury's)	0	0	0	0	
Premises: rent	12,000	0	0	12,000	
Premises: repairs/maintenance	431	0	0	431	
Premises: equipment	33	0	0	33	
Electricity	944	0	0	944	
Water & sewerage	314	0	0	314	
Refuse collection	583	0	0	583	
Telephone & Wifi	418	0	0	418	
Stationery	49	0	0	49	
Insurance	520	0	0	520	
Training/safeguarding	607	0	0	607	
Fundraising	187			187	
Publicity/information	311	0	0	311	
Other	10,089	0	0	10,089	
Sub total	39,517	0	0	39,517	

A4 Asset and investment purchases, (see table)

Purchase fixed assets	0	0	0	0	
	0	0	0	0	
Sub total	0	0	0	0	
Total payments	39,517	0	0	39,517	
Net of receipts/(payments)	6,978	0	0	6,978	
A5 Transfers between funds	0	0	0	0	
A6 Cash funds last year end	75,155	0	0	75,155	
Cash funds this year end	82,133	0	0	82,133	

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	
B1 Cash funds held at Lloyds Bank	Current a/c	4,367	0	
	Instant access deposit a/c	17,924	0	
	12 month fixed deposit	59,842	0	
	Total cash funds	82,133	0	

and payments account(s))

	Details	Unrestricted funds	Restricted funds	
B2 Other monetary assets				

	Details	Fund to which asset belongs	Cost (optional)	
B3 Investment assets			-	
		Financial Year purchased	Cost price	Value 31 Jan 2023
B4 Assets retained for the charity's own use	Food stock		-	
	Non-food stock		-	
	CCTV	2020/2021	£200	
	Folding tables	2020/2021	£90	
	Heaters	2020/2021	£290	
	Racking and shelving	2020/2021	£301	
	Fridge (donated)	2020/2021	£0	
	Kettle, broom, clock	2020/2021	£34	
	Fans x 2	2021/2022	£150	
	Folding table	2021/2022	£39	
	Weighing Scales	2021/2022	£35	
	Dehumidifier	2021/2022	£210	
	Metal rack x 3	2021/2022	£150	
	Alarm	2022/2023	£145	
	Blinds	2023/2024	£830	
	Shelving units	2023/2024	£324	
	Table & chairs	2023/2024	£317	
	Henry Hoover	2023/2024	£140	
	Freezer	2023/2024	£293	
	Printer	2023/2024	£175	
	Asset purchases FY 24/25		£0	0

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				

Total

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval



KEVIN WELLS

29.10.25



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Calne Food Bank

On accounts for the year
ended

31 January 2025

Charity no
(if any)

1197756

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/01/2025.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 23/10/2025

Name:

Claire Kennedy

Relevant professional
qualification(s) or body
(if any):

ICAEW

Address:

3 Dodford Lane

Christian Malford

Chippenham, SN15 4DE

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.