

TAVISTOCK FOODBANK

Annual Report 1 January 2023 – 31 December 2023

Registered Charity Number 1198161

Tavistock Area Foodbank

Report and Accounts 2023

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Report from the Chair of the Trustees

Over the past year our teams of volunteers have worked very effectively, and we are grateful to each one who ensures that we continue to serve those in need in our community. The new members of our Foodbank team have now settled into their roles. We are grateful for the services of our dedicated volunteers who are involved in all aspects of the running of the Foodbank and our trustees who oversee the work of the foodbank.

Many of the churches in our town are represented amongst our trustees, each of them is a vital link to our local churches. I would like to thank Tavistock Area Christians Together (TACT) who oversee our work and take an active interest in supporting the Foodbank.

We are grateful that Tavistock United Reformed Church continues to provide the venue as a distribution point, a storage facility for some of the goods that we distribute and a provider of meals and refreshments via the Lower Deck Cafe. I would also like to give thanks to West Devon Borough Council for their continued provision of our additional warehouse space in Pitts Cleave, which enables the efficient handling of stock.

Tavistock is a town of generous people and local groups. I would like to record our thanks to all the donors from our community who regularly donate food and money to Foodbank, many of whom are anonymous. I would also like to mention our local supermarkets and other businesses for the provision of collection points. We are grateful to those local stores who support our Tavistock Foodbank voucher schemes through the supply of fresh fruit and vegetables, or fresh meat, or fuel vouchers.

With our amazing team of trustees and volunteers, I look forward to another year as we serve and support our local community.

Robert Weston
Chair of Trustees

Trustees' Report for the Year Ended 31 December 2023

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 December 2023.

Status of Charity and Governing Document

The Tavistock Foodbank was set up in 2012, its constitution was adopted on 16 July 2012 and amended during 2021 and 2022. It was established with the support of several local churches as a member of the Trussell Trust network of Foodbanks in the United Kingdom and it adheres to the governance and policies of the Trussell Trust.

The foodbank was registered as a Charity on the 8 March 2022 and is governed by a Constitution of Charitable Incorporated Organisation.

Charity information

Trustees

| | |
|-------------------------|--------------------------------|
| Rev Robert Weston | Chair |
| Rosemarie Collins Crook | |
| Tony Cutler | |
| Vicky Dawson | |
| Joan Dennis | Secretary |
| Julie Jillians | |
| Hilary Johnson | Retired June 2024 |
| Anne Keogh | |
| Julie Lloyd | Treasurer appointed March 2023 |
| John Medland | Treasurer retired March 2023 |
| Linda Medland | Retired May 2023 |
| Deborah Palmer | Appointed May 2024 |
| Sian Pope | Appointed May 2024 |
| Pamela Smith | Retired May 2023 |
| Anthony Welsh | |

Address

United Reformed Church
Russell Street, Tavistock
PL19 8BD

Independent Examiner

Andrew Wing LLB FCA
Unit 1 Pearl Assurance House
Elbow Lane, Tavistock
PL19 0BG

Charitable Purposes and Objectives

The relief of poverty by supplying emergency food parcels and other essential supplies either directly or through agency partners approved by the trustees to those in need in Tavistock, the surrounding area and in other areas. The alleviation of hunger caused by the lack of opportunities or resources to obtain sufficient food. The provision of support by such other means including but not limited to signposting to relevant information and other advisory services.

We supply food parcels containing 3 day's supply of nutritionally balanced food and basic household products to everyone referred to us who is in food crisis for whatever reason. We aim to collect this through food donations from the local community and top up purchases funded by cash donations. We work with the referring agents in the Tavistock area to ensure everyone who is in food crisis is referred to the foodbank. We engage with the local community to provide enough volunteers to give our clients food, a warm welcome and a non-judgemental space to be listened to and signposted to further appropriate help.

PUBLIC BENEFIT

The Trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charities Commission for England and Wales.

2023 Activities and Financial review

The impact of the steep rise in living costs can be seen in our statistics for 2023. We recorded our highest level of referrals of adults and children who needed support. The table below details the demand experienced over the past five years.

| | 2023 | 2022 | 2021 | 2020 | 2019 |
|--------------------------|------|------|------|------|------|
| Foodbank Vouchers Issued | 780 | 681 | 286 | 392 | 511 |
| People Helped: | | | | | |
| Adults | 1141 | 957 | 420 | 624 | 811 |
| Children | 669 | 667 | 293 | 402 | 453 |
| Total | 1810 | 1624 | 713 | 1026 | 1264 |

Our costs increased significantly to meet the growing demand, as shown in the financial report on page 10. We have been very fortunate, through the continuing generosity of individuals and organisations the growth in donations has matched the rising costs.

In summary:

- in 2023 the value of goods and vouchers issued was £69.4k, compared to £55.8k in 2022 an increase of 24%.
- donations of funds and goods in 2023 rose to £83.1k compared to £66.9k in 2022, an increase of 24%
- Our cash balance at the end of 2023 was £41.8k an increase of £1.7k on end 2022.

In addition to the foodbank parcels we issue weekly, we offer our clients discretionary vouchers for fresh fruit and vegetables, and for fresh meat, which can be redeemed in local stores. The value of the vouchers issued increased year on year, fruit and veg in 2023 £5.1k, in 2022 £2k; meat in 2023 £5.7k, in 2022 £3.5k. We also offer fuel vouchers to clients on prepayment meters, the value of vouchers provided in 2023 was £8.8k, in 2022 £7k. Looking ahead to 2024, and, recognising the Foodbank's healthy reserves, the trustees have increased the monetary value of the discretionary vouchers offered (for fresh meat and fruit and vegetables) doubling the voucher value for larger families. Energy prices have risen steeply; to provide additional support to clients on

prepayments meters the Trustees approved an increase to the number of energy vouchers available to be claimed by an individual.

Warehouse Activities

We have two storage areas for the goods donated to the Foodbank. One at the URC church, where we aim to hold sufficient stock to service a week's vouchers. The other storage unit is at Pitts Cleave. We purchase items using cash donations where there are shortages. We have continued to use Facebook as our main social media again this year. Posting our shortages and Wish Lists helps highlight items which we would like donated. Our food donations over the last 5 years were:

| | 2023 | 2022 | 2021 | 2020 | 2019 |
|-------------------|--------|--------|--------|--------|--------|
| Food Donations KG | 19,434 | 21,824 | 14,080 | 26,421 | 12,462 |

We are grateful for the significant support we receive from the local organisations which act as collection hubs for the foods and goods donated to the foodbank. Their staff are enthusiastic and supportive. We continue to be grateful to all our local donors who provide the products we need and react rapidly to our changing demands.

We have a dedicated and enthusiastic group of volunteers supporting the warehouse activities, we thank them all for their time and effort.

Volunteers

Our new volunteers have been well mentored, and we currently have excellent and stable teams at front of house, in the warehouse and in administration, including safeguarding. All our volunteers are thoughtful, proactive, and committed to their roles. We endeavour through active recruitment to ensure we always have sufficient volunteers. The front of house team creates an environment where people feel respected and well supported.

The warehouse teams at both Pitts Cleave and at the URC store are efficient and flexible. The stock is well labelled, sorted and stored appropriately.

The presence of Citizens Advice at the weekly foodbank, has proved to be an invaluable service providing advice and making onward referral appointments for CAB services. The Trustees agreed to continue with this provision for another 12 months when it will be reviewed.

The Foodbank has also been supported by Tamar Energy who came in over the winter period when many people struggled with the cost of energy. The provision of the energy vouchers has been well received, but this additional grant will be reviewed as energy prices stabilise over the coming 12 months.

There has been a rise in mental health issues amongst our clients and increasing numbers who are experiencing housing problems and eviction. Our front of house volunteers are supportive, taking time to listen and to discuss with compassion and empathy.

I would like to thank our teams of volunteers who have responded so well to the ongoing need in Tavistock and surrounding areas.

The Annual Report was approved by the Trustees of the charity on 18 October 2024 and signed on its behalf by:

Revd Robert Weston

A handwritten signature in dark ink, reading "Robert Weston". The signature is written in a cursive, flowing style with a large initial 'R' and 'W'.

Independent Examiner's Report to the Trustees of Tavistock Foodbank

I report on the accounts of Tavistock Foodbank for the year ended 31st December 2023, which are set out on pages 10 to 13 below.

Respective responsibilities of trustees (directors) and examiner

The organisation's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under Section 144(2) the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

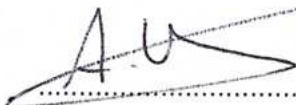
Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Wing LLB FCA

10th October 2024

Date

(Fellow of the Institute of Chartered Accountants in England & Wales)

Wings Accountants Ltd, Unit 1, Pearl Assurance House, Elbow Lane, Tavistock, Devon PL19 0BG

Tavistock Foodbank

Income and Expenditure Account for the Year Ended 31 December 2023

| | Unrestricted Funds 2023 £ | Unrestricted Funds 2022 £ |
|------------------------------------|------------------------------------|------------------------------------|
| Income | | |
| Donations - Cash | 36,529 | 23,679 |
| Donations - Food | 46,058 | 43,212 |
| Donations - Vouchers | 320 | 0 |
| Interest | 162 | 1 |
| TTL Income | 83,069 | 66,892 |
| Expenditure | | |
| Distributed Goods | | |
| Food donations - distributed | 45,404 | 40,781 |
| Food Purchased | 4,123 | 2,235 |
| Bread | 240 | 240 |
| Fruit and Veg Vouchers | 5,085 | 2,020 |
| Meat Vouchers | 5,720 | 3,500 |
| Energy Vouchers | 8,799 | 7,046 |
| TTL Distributed Goods | 69,370 | 55,822 |
| Other Charitable Activities | | |
| Citizens Advice Bureau | 5,670 | 2,340 |
| Donations | 2,500 | 0 |
| Administration Costs | | |
| Professional Fees | 550 | 0 |
| Postage and Stationery | 591 | 664 |
| Logo Goods | 144 | 310 |
| Equipment | 179 | 149 |
| Insurance and Data Protection | 214 | 214 |
| Mobile Phone | 150 | 90 |
| Travel Claims | 313 | 495 |
| Sundries | 1,012 | 415 |
| TTL Administration Costs | 3,153 | 2,337 |
| Total Expenditure | 80,693 | 60,499 |
| Net Income | 2,376 | 6,393 |
| Net Movement in Funds | 2,376 | 6,393 |
| Funds B/F | 48,935 | 42,543 |
| Opening Stock Revaluation | 1,748 | 0 |
| Funds C/F | 53,059 | 48,935 |

**Tavistock Foodbank
Balance Sheet
As at 31 December 2023**

| | 2023 | 2022 |
|-------------------------------------|---------------|---------------|
| Balance Sheet | | |
| | £ | £ |
| Food Stocks | 11,276 | 8,874 |
| Cash at Bank and In Hand | | |
| Cash at Bank | 41,685 | 39,260 |
| Petty Cash | 98 | 801 |
| TTL Cash | 41,783 | 40,061 |
| Total Net Assets | 53,059 | 48,935 |
| Funds of the Charity | | |
| Unrestricted Funds | 53,059 | 48,935 |

The Financial Statements were approved by the Trustees on 18 October 2024

And were signed on its behalf by



**Julie Lloyd
Treasurer**

Notes to the Accounts:

Basis of Preparation of the Accounts

The accounts have been prepared in accordance with the provisions of the Charities Act 2011.

Policy on reserves

Reserves Policy

Our reserves policy is aimed to ensure our work is protected from disruption at short notice due to lack of funds. The reserves held are to allow the continuance of our objectives whilst ensuring we do not retain income for longer than required. These unrestricted reserves are not intended to cover a permanent loss of funds. They are intended to provide an internal source of funds for situations such as:

- A temporary fall in income or increase in expenditure
- One-time unbudgeted expenditure
- Allowing the foodbank to respond to a permanent fall in income, or increase in expenditure

The trustees regularly review the reserves, the aim is to ensure they are adequate to fulfil the Foodbank's non-discretionary services for a minimum 6 month period.

Fund accounting

All funds are unrestricted and can be used in accordance with the charitable objectives at the discretion of the Trustees.

Accounting Estimates and Judgements

In preparing the financial statements estimates and judgements have been made in the valuation of food stocks and household items, when applying the accounting policies for a fair value. These are evaluated on an ongoing basis and are based on historical experience.

Recognition of Income and Expenditure

The accounts are prepared on a cash basis.

Stocks

Stocks comprise food, toiletries and other household products held for distribution by the Foodbank. Stocks are valued at fair value after allowance for obsolete or slow-moving items. Rates used to value stock were £2.37 / kg in 2023 accounts (Trussell Trust guidance October 2023), £1.98 / kg in the 2022 accounts. The adjustment in rates has given a revaluation gain on opening stock of £1,748.

| | | 2023 | 2022 |
|------------------------|----|--------|--------|
| Food in Stock B/F | kg | 4,482 | 3,254 |
| Food Donations | kg | 19,434 | 21,824 |
| Food Distributed | kg | 19,158 | 20,597 |
| Food in Stock C/F | kg | 4,758 | 4,482 |
| Movement in Food Stock | kg | 276 | 1,228 |
| Rate per KG | £ | 2.37 | 1.98 |
| Food in Stock B/F | £ | 8,874 | 6,444 |
| B/F Stock Revaluation | £ | 1,748 | 0 |
| Food Donations | £ | 46,058 | 43,212 |
| Food Distributed | £ | 45,404 | 40,782 |
| Food in Stock C/F | £ | 11,276 | 8,874 |
| Movement in Food Stock | £ | 655 | 2,430 |