

TAVISTOCK AREA FOODBANK

Annual Report 1 January 2024 – 31 December 2024

Registered Charity Number 1198161

TAVISTOCK AREA FOODBANK

Report and Accounts 2024

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Report from the Chair of the Trustees

Over the past year our teams of volunteers have continued to work very effectively. We are grateful to each and every one, as they ensure that we continue to serve those in need in our community. Our established team has welcomed new volunteers over the past twelve months. We are grateful for the services of our dedicated volunteers who are involved in all aspects of the running of the Foodbank, including our trustees who oversee the work of the foodbank.

Many of the churches in our town are represented amongst our trustee board, each of whom 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 for Tavistock United Reformed Church, as the 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. We are also grateful to West Devon Borough Council for their continued provision of our additional warehouse space in Pitts Cleave, which enables efficient stock handling.

Tavistock continues to be 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 businesses 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 2024

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 December 2024.

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	
Vicky Dawson	
Joan Dennis	Secretary
Julie Jillians	
Hilary Johnson	Retired June 2024
Anne Keogh	
Julie Lloyd	Treasurer
Deborah Palmer	Appointed May 2024
Sian Pope	Appointed May 2024
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 days 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.

2024 Activities and Financial review

The Foodbank started the year in a strong financial position, cash reserves were £41.8k. 2024 has seen a downturn, the value of goods and discretionary vouchers distributed to Foodbank clients exceeded the monetary value of donations. Cash reserves fell across the year from £41.8k to £30.1k. In summary:

- The Income and Expenditure Report (Page 10) shows a loss of £9,448 for the year, compared to a gain of £2,376 in 2023.
- The value of goods distributed or written off in 2024 was £49.3k, compared to £49.8k in 2023.
- The value of discretionary vouchers issued, for fresh fruit and vegetables, fresh meat, and for energy cost support, was £21.8k in 2024, and £19.6k in 2023. An increase year on year of 11%.
- Donations of funds and goods in 2024 were £69.4k compared to £82.6k in 2023, a drop of 16%.
- Year-end food stocks increased by 36% from £11.3k at 31 December 2023 to £15.4k at 31 December 2024.
- The Foodbank made a Gift Aid claim covering the years 2022 and 2023. The tax refund contributed £3.2k to cash reserves.

The table below shows the numbers of individuals supported by the Foodbank, 1,824 in 2024, 1,810 in 2023.

	2024	2023	2022	2021	2020
Foodbank Vouchers Issued	703	780	681	286	392
People Helped:					
Adults	1098	1141	957	420	624
Children	726	669	667	293	402
Total	1824	1810	1624	713	1026

Whilst the financial position at the end of 2024 remains healthy, the Trustees will review the status at regular intervals during 2025. In line with the Reserves Policy (page 12), the Foodbank's Reserves should be sufficient to allow it to operate for a minimum 6-month period. At current client levels this represents a Reserves value of £15k to £20k. As deemed necessary by the Trustees, action may be taken to boost funds: additional fund-raising measures and grant applications, or, to cut costs: vouchers for fresh fruit and vegetables, fresh meat and for energy cost support and CAB provision.

Warehouse Activities

The collection and distribution of food to service the continuing demand from our clients would not be possible without the hard working and reliable volunteers in our warehouse teams.

Stock is managed within two storage facilities. A unit at Pitts Cleave provided by West Devon Borough Council where incoming goods are sorted and dated. The second warehouse is at the URC church, where we aim to hold sufficient stock to service a weekly distribution session.

We are dependent on the generosity of donors who supplied us with food and other household goods through the collection bins in local shops. We also benefited from church and school collections at Christmas and Harvest, from donations from Blue Cross, Cadbury's and Ambrosia and donations from special events in Tesco. Unfortunately, 328kg of incoming stock was out of date or damaged. To meet demand, we supplement donated items with the purchase of goods and 2,357kg were bought in 2024. We continue to use social media to highlight specific items where there are product shortfalls.

Our food donations over the last 5 years were:

	2024	2023	2022	2021	2020
Food Donations KG	16,497	19,434	21,824	14,080	26,421

Volunteers

We currently have excellent and stable teams at front of house, in the warehouse and in administration, including safeguarding. We have been recruiting for an administrative volunteer and have now found the ideal candidate. All our volunteers are thoughtful, proactive, and committed to their roles. We endeavour through active recruitment to ensure we always have sufficient volunteers. The process of recruitment has recently been reviewed and is currently being updated to ensure it follows a fair and rigorous process. The front of house team creates an environment where people feel respected and well supported. To help front of house team members achieve this, several are booked on to online Trussell training courses in Spring 2025, including 'Conversations with Vulnerable People'.

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

Effective signposting is a core part of the Trussell food bank model and our volunteers have worked hard to ensure that they provide accurate and relevant information that might offer further support during a client's period of financial hardship. We have produced our own leaflets that detail local and national support on the various categories that affect our Foodbank clients' lives including housing, drugs and alcohol etc. The presence of Citizens Advice at the weekly Foodbank has proved to be an invaluable service providing both advice and making onward referral appointments for CAB services. We are working well with our referral agencies to ensure that referral guidelines are clear. Two volunteers are visiting each agency to discuss these guidelines. We are also in the process of updating our Referral Handbook. If a client is issued with more than 3 vouchers in 6 months, we undertake a holistic review of their situation, not only speaking to their referral agency but also signposting clients to the appropriate agencies to support them.

We continue to see a significant number of clients with mental health issues. Our front of house volunteers are supportive, taking time to listen and to discuss with compassion and empathy often over a cup of tea. Our offer of 4 free meals at the Lower Deck Café with a Food Bank voucher enables clients to have a hot, homecooked meal in a companionable setting.

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 21 March 2025 and signed on its behalf by:

A handwritten signature in cursive script, reading "Robert Weston".

Revd Robert Weston

Independent Examiner's Report to the Trustees of Tavistock Foodbank

I report on the accounts of Tavistock Foodbank for the year ended 31st December 2024, 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.

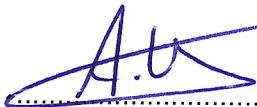
Basis of Independent Examiner's Statement

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

24/3/2025

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 AREA FOODBANK

Income and Expenditure Account for the Year Ended 31 December 2024

	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
Income		
Donations - Cash	23,669	36,529
Donations - Food	45,695	46,058
Donations - Vouchers	10	320
Gift Aid Recovery	3,213	0
Interest	466	162
TTL Income	73,053	83,069
Expenditure		
Distributed Goods		
Food donations - distributed	42,609	44,303
Food donations - written off	909	1,101
Food Purchased	5,817	4,363
Fruit and Veg Vouchers	5,880	5,085
Meat Vouchers	5,700	5,720
Energy Vouchers	10,250	8,799
TTL Distributed Goods	71,165	69,370
Other Charitable Activities		
Citizens Advice Bureau	4,390	5,670
Donations	5,410	2,500
Administration Costs		
Professional Fees	300	550
Postage and Stationery	263	591
Logo Goods	73	144
Equipment	173	179
Insurance and Data Protection	270	214
Mobile Phone	120	150
Travel Claims	146	313
Sundries	191	1,012
TTL Administration Costs	1,536	3,153
Total Expenditure	82,502	80,693
Net Income / Expenditure	-9,448	2,376
Net Movement in Funds	-9,448	2,376
Funds B/F	53,059	48,935
Opening Stock Revaluation	1,903	1,748
Funds C/F	45,514	53,059

TAVISTOCK AREA FOODBANK

Balance Sheet

As at 31 December 2024

	2024	2023
	£	£
Food Stocks	15,357	11,276
Cash at Bank and In Hand		
Cash at Bank	29,950	41,685
Petty Cash	207	100
TTL Cash	30,157	41,785
Total Net Assets	45,514	53,059
Funds of the Charity		
Unrestricted Funds	45,514	53,059

The Financial Statements were approved by the Trustees on 21 March 2025

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 are £2.77 / kg in 2024 accounts (Trussell Trust guidance October 2024), £2.37 / kg in the 2023

accounts. The adjustment in rates has given a revaluation gain on opening stock of £1,903.

		2024	2023
Food in Stock B/F	kg	4,758	4,482
Food Donations	kg	16,497	19,434
Food Distributed	kg	15,382	18,693
Food written Off	kg	328	465
Food in Stock C/F	kg	5,544	4,758
Movement in Food Stock	kg	786	277
Rate per KG	£	2.77	2.37
Food in Stock B/F	£	11,276	8,874
B/F Stock Revaluation	£	1,903	1,748
Food Donations	£	45,695	46,058
Food Distributed	£	42,609	44,303
Food written Off	£	909	1,101
Food in Stock C/F	£	15,357	11,276
Movement in Food Stock	£	2,177	655