

Dunstable Foodbank

Trustee's Report and Annual accounts covering the period 13th April 2022 to 31st August 2023
Registered charity number 1198625

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Objects & Purpose of Charity

The objects of the Charity as stated in the Declaration of Trust are:

"To relieve persons in Dunstable and the surrounding areas who are in conditions of need, hardship, or distress (beneficiaries) in such ways as the Trustees from time-to-time think fit."

"In furthermore of the first object, to supply boxes to beneficiaries, either directly or through agency partners approved by the Trustees, such boxes to contain tinned and dried foods to ensure a healthy, balanced and nutritious diet for up to three days."

"To do any other thing consistent with the primary purpose of the Charity, including
(but not limited to) the provision of counselling or other advisory services."

Legal & Administration Details

The Charity was registered with the Charity Commission on 17th August 2012. The Charity became fully operational in September 2012.

Trustees:

Mr. Stuart Douglas

4 Norcott Close
Dunstable
Beds LU5 4AH

Chair

Mr. Dudley Peacham

23 Park Street
Dunstable
Beds LU6 1NL

Treasurer

Rev. Ricky Turner

83 Half Moon Lane
Dunstable
Beds LU5 4AE

Mr. David Butler

77b High Street South
Dunstable
Beds LU6 3SF

Appointed 14th September 2022

Mr. Michael Simms

74 Saywell Road
Luton
Beds LU2 0QG

Appointed 20th September 2023

Bankers:

HSBC Bank, 63 George Street, LUI 2AR

Trust Policies & Procedures

Reserves Policy:

Dunstable Foodbank will

- Maintain reserves in the General Fund at the level of at least 6 months General Fund expenditure.
- Also maintain 6 months anticipated expenditure for a van rental.

The reserves will be used at the discretion of the Trustees, to be agreed and minuted at a Trustees meeting.

The level of the reserves will be reviewed annually and minuted at a Trustees meeting.

Financial Control Policy:

The Trustees have considered the operational, financial, and strategic risks faced by the Charity. They have formulated a policy that they believe allows them to control the financial affairs of the charity in line with Charity Commission recommendations.

Risk Assessment:

The Trustees have considered the operational, financial, and strategic risks faced by the Charity. Management information is available to the Trustees to enable them to regularly monitor these risks and take appropriate mitigation measures. Public/Product Liability and Employer's Liability insurances are in place.

Staff Disciplinary and Grievance Procedure:

The Trust has no formal written staff disciplinary and grievance procedure in place.

Child Protection:

The Trust has adopted and adheres to the Child Protection Policies of the Trussell Trust.

Data Protection:

The Trust is registered with the Information Commissioner under the Data Protection Act 1998. Registration number: ZA119722

Trustee Responsibilities

The Trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of its income for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent.
- prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and **hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.**

Trustee Report

Dunstable Foodbank registered as a CIO in April 2022, during the time period between setting up the CIO and the 31st August 2022, the charity's financial affairs were transferred across to the new CIO.

Dunstable Foodbank started operating fully as a CIO on the 1st September 2022.

Over the 12 months from September 2022 to August 2023, the team at Dunstable Foodbank have adapted and increased their service and provision in order to continue addressing the needs of those in the local community who find themselves in financial difficulty by supplying emergency food supplies, as well as other resources along with effective signposting support.

During this period, the Charity saw an increase in the number of clients receiving food support compared to the previous reporting period, as follows:

Period	Adults (aged 17+)	Children (aged 0-16)	Total people fed
1/9/22 to 31/8/23	2943	2379	5322
1/9/22 to 31/8/23	3780	2948	6728

The increase of 26% from the previous reporting period was largely due to the impact of the Cost of Living crisis on households in surrounding areas, leading to increased demand for food support due to several factors including the rising cost of essentials. This meant that, more than ever, the Foodbank's partnership with Dunstable Citizens Advice was key to helping people beyond their need for food support.

Dunstable Foodbank secured additional grant funding through the Trussell Trust to expand the Financial Inclusion project with Citizens Advice, starting October 2022 for three years, increasing the capacity of the team from 1 part-time (3 days) Foodbank Advisor to 1 'Full-time equivalent' Foodbank Adviser and 1 'Full-time equivalent' Triage & Casework Assistant. Both roles were developed to work with Foodbank clients to provide free and confidential support and advice in order to help maximise their income, and a Triage & Casework Assistant is now based in 4 of our 6 foodbank sessions each week.

Over this year, a partnership was also developed with Houghton Hall Gardens to collect and distribute their surplus harvest of fresh produce to local residents needing foodbank support, developing the provision of food support given to clients.

Having been approached by Houghton Regis Baptist Church (HRBC) in the Autumn of 2022, plans started to be put into place to open a new foodbank centre at HRBC, which allowed for a greater Foodbank presence in Houghton Regis, providing a more accessible location for Houghton Regis clients who may otherwise have struggled to get to a Foodbank Centre. The centre was opened in January 2023 after several months of planning, with a strong volunteer team recruited from the church and local area.

In November 2022, a 10th Anniversary 'Thanksgiving Service' took place at Dunstable Conference Centre, recognising the vast efforts of so many volunteers and supporters of Dunstable Foodbank over the 10 years since its inception. Volunteers who have dedicated their time for the full 10 years were recognised and celebrated, and we heard from two clients who shared their experience of facing food poverty and the support they received from Dunstable Foodbank. The event was also attended by the Mayors of Dunstable and Houghton Regis, Andrew Selous MP as well as many donors, local churches and other community group partners, many of whom sponsored the event along with local supermarkets and donors.

The period saw a number of changes in personnel at the Foodbank, with Angela Dunford taking over as Volunteer Warehouse Manager in March and Clive Cook stepping down from the role of Chairman to the

Board of Trustees in June, and Stephen Brevitt (Vice Chair and Deputy Designated Safeguarding Lead) moving away in July. Stuart Douglas stepped into the role of Chairman, and Rev. Ricky Turner took over as Vice Chair. Esther Omotayo joined the board of Trustees in June 2023, taking on the roles of Data Protection Lead and Deputy Safeguarding Lead.

Between June to August, recruitment began for an Operations Assistant in response to growing demand for services and to increase the capacity of the Operations team.

During the year period, the plans for the new Warehouse unit were discussed with the Landlord and, due to delays in the planning process, the building work was postponed, with work due to commence late in 2023.

Over the course of the year, the Foodbank was nominated for the Queen's Award for Voluntary Service (which became the Kings Award for Voluntary Service) and received an assessment visit from the Deputy Lord Lieutenants of Bedfordshire, Rev. Lloyd Denny and Dr. Joan Bailey. Sadly, on this occasion, Dunstable Foodbank did not receive the award, however, the nomination itself was an encouragement to the volunteers for their dedication and brilliant support that they provide to local residents.

During the year, the Charity received £30,256.61 from the Trussell Trust, with which the Charity is associated, and under whose guidelines and policies it operates. Part of this was unrestricted and arose from the arrangement existing between the Trussell Trust and major supermarket chains and is based on food collections made within supermarket sites designated for Dunstable Foodbank, as well as a contribution towards the costs of administering the Financial Inclusion grant-funded project with Citizens Advice. £14,654 of that was the grant itself and was passed on in full to the Citizens Advice to continue financing the support of the Foodbank by Dunstable Citizens' Advice Bureau, reflecting similar arrangements between Trussell Trust Foodbanks and Citizens' Advice Bureaus across the UK. The arrangement has been very beneficial to clients and we hope to continue this arrangement in the next financial year.

During the year, the Charity also received grant funding from both Dunstable and Houghton Regis Town Councils.

£2,000 from Dunstable Town Council, through a 4-year SLA grant fund to provide a greater variety of food in parcels for residents we support, as well as to purchase a freezer and storage / workbench for one of our Dunstable Foodbank centres, increasing the storage capacity at the centre as we face growing demand.

£800 was also received from Houghton Regis Town Council so as to provide clients with fresh fruit and vegetables as well as bread, in order to supplement their standard, ambient, 3-day food parcels.

Financial Statement

RECEIPTS AND PAYMENTS

	2022/23		2022/23	2021/22
Income	Unrestricted £	Restricted £	Total £	Total £
Donations from churches	8,375	300	8,675	9,567
Donations from individuals	31,321	-	31,321	33,779
HMRC Gift Aid	-	-	-	7,254
Other Donations	21,911	-	21,911	19,951
Local Authority/Other Grants	13,182	3,200	16,382	50,664
Trussell Trust income	12,158	18,099	30,257	22,509
Credit Interest	255	-	255	-
Total Receipts:	87,202	21,599	108,801	143,724
Expenditure				
Fixed Asset purchases	749	-	749	-
Warehouse costs	21,492	-	21,492	29,236
Vehicle Running expenses	4,504	-	4,504	3,348
Stock purchased/Fresh Food	-	1,374	1,374	597
Administration support	38,429	-	38,429	25,473
CAB support	-	51,194	51,194	23,113
Telephone, Postage and Internet	916	-	916	1,553
Donations	-	3,000	3,000	1,938
Insurances	998	-	998	2,608
"Short Life" equipment	4,844	803	5,647	7,007
Miscellaneous/other	2,085	-	2,085	984
Solicitors Fees re. CIO	-	-	-	1,404
Printing	917	-	917	-
Total Payments:	74,934	56,371	131,305	97,261
Net	12,268	(34,772)	22,504	46,463
Opening Balance 13th April 2022				143,410
Income				108,801
Expenditure				131,305
Closing Balance 31st August 2023				120,906

We approve these accounts and confirm that they have made available all relevant records and information for their preparation

On behalf of the Trustees

Signature

Name

Date

Signature

Name

Date

Independent Examiner's Report to the Trustees of Dunstable Foodbank:

I report on the accounts of the Trust for the year ended 31st August 2023, which are set out on pages 1 to 9.

Respective responsibilities of trustees and examiner:

As described on page 5, the trustees are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of independent examiners report:

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 charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 view given by 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 41 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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.

Signature

Date