



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: May 2022 **To:** May 2023

Charity name: Hayes Community Foodbank, Kent

Charity registration number: 1198866

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Help alleviate poverty in Hayes, Kent, primarily through the provision of food. Secondly, provision of support around debt and other contributory factors underlying financial and other hardship as the Trustees see fit.
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	Weekly delivery of food parcels to identified families. Distribution of donations of food given through 'drop boxes' in local shops, items received from FareShare and members of the local community. Use of any financial donations to provide additional support or top up items of food
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees have had due regard to the guidance from the Charity Commission

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	The Charity is run completely by volunteers without whom the charity could not function. A team of volunteers collect and sort donations and pack the weekly parcels of food. Another team of volunteers deliver the food parcels. Students from local schools opt to complete their Duke of Edinburgh Award service section at the foodbank and as do member of a local Guide/Ranger group.
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 foodbank originally started in March 2020 with approximately 12 families. In May 2022 when we became a CIO we were averaging 28 families a week; by October 2022 this number had risen to 38 and by early 2023 an average of 40 families were being supported – this translates to approximately 52 adults and 72 children each week. During this time we have strengthened our links with local networks – Transforming Bromley Borough Food Partnership, local schools, the National Hygiene Bank charity and local shops and companies. Alongside providing food parcels, the charity has undertaken outreach work in the wider community covering issues around food poverty as well as signposting families to other appropriate agencies for specific help

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The Trustees are satisfied that the achievements of the foodbank are in keeping with the objectives set in the Charity's constitution
Performance of fundraising activities against objectives set	Para 1.41	Fund raising activities have supported the charity achieve its objectives. Attending local community events enabled the foodbank to raise money to provide fresh chickens at Christmas as well as hampers, fresh eggs at various points through the year, Easter eggs and, through our links with the Hygiene Bank, gift bags for Mother's Day and Father' Day. Specific donations from individuals have been used to offer support to families with fuel costs
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See attached form
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees have agreed that, given the income/expenditure of the charity, reserves will be held in the main account and will be based on ensuring the balance of the account doesn't drop below the equivalent of three months expenditure.
Amount of reserves held	Para 1.22	The amount is reviewed at monthly meetings of the Lead Team whose members include the charity's Treasurer
Reasons for holding zero reserves	Para 1.22	See above
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The charity relies entirely on donations which are not always easy to predict. It is important to ensure our financial systems are robust and are regularly scrutinised. Approval for spending is sought from the Treasurer and Finance Committee before purchasing the items

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	Regular contributions come from members of the local community both financial and goods; local schools support the charity either financially or through donation drops and local companies and shops also offer support. The charity takes every opportunity to apply for appropriate grants and takes part in local fairs to raise funds and raise awareness surrounding food poverty
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	The principal risks facing the charity are around personnel as all who work at the charity are volunteers – and also around managing resources so we have sufficient to meet demand. To ensure that the charity is as well prepared as possible our operating systems and financial position are discussed at monthly meetings of the Lead Team and in strong lines of communication with the Trustees
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	There must be at least 6 Charity Trustees and not more than 9. Churches together in Hayes may appoint between 2 and 3 Charity Trustees and between 1 and 2 maybe appointed by the local Schools' community in Hayes; the balance of Elected Trustees are elected by members of the CIO in a general meeting

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	Trustees receive polices on Health and Safety, Safeguarding, GPR, Financial procedures and undergo a DBS check as appropriate. They undertake 'hands on' experiences of the day to day running of the foodbank and, if any additional training is required, this is arranged for individuals.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	8 volunteers form the Lead Team who are responsible for the day to day running of the foodbank and for maintaining our profile in the community. The foodbank is part of the Transforming Bromley Borough and has nurtured strong links with them; many of our referrals come from our school links and through local GP practices. Underpinning our work is our link with Churches Together in Hayes
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Hayes Community Foodbank, Kent
Other name the charity uses	None
Registered charity number	1198866
Charity's principal address	Hayes Free Church 111 Pickhurst Lane, Hayes, Kent. BR2 7HU

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	Mrs Rebecca Willoughby	Chair		
2	Mrs Teresa Cheyne			
3	Mrs Caroline Lewis			
4	Rev Alison Smith			
5	Rev Darren Street			
6	Mrs Ruth Street	Treasurer		
7	Miss Frances Long	Secretary		
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17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

None

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)

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Full name(s)

Frances	Long
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Position (eg Secretary,
Chair, etc)

Secretary	
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Date

11.02.2024



Receipts and payments accounts

CC16a

For the period from

1/4/22

To

31/3/23

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Corporate Donations	1,281	0	0	1,281	0
Cash & Cheques	5,571	0	0	5,571	0
Online	12,576	0	0	12,576	0
Card	45	0	0	45	0
Change in pending donations	1,930	0	0	1,930	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total (Gross income for AR)	21,403	0	0	21,403	0

A2 Asset and investment sales, (see table).					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0

Total receipts	21,403	0	0	21,403	0
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A3 Payments					
Foodbank Shopping	15,231	0	0	15,231	0
Card Transaction Fee	0	0	0	0	0
Energy Grant	0	0	0	0	0
Christmas Shopping	594	0	0	594	0
Premises	1,496	0	0	1,496	0
Running Costs	411	0	0	411	0
Storage	253	0	0	253	0
Publicity	198	0	0	198	0
Change in pending expenses	801	0	0	801	0
Sub total	18,984	0	0	18,984	0

A4 Asset and investment purchases, (see table)					
	0	0	0	0	
	0	0	0	0	0
Sub total	0	0	0	0	0

Total payments	18,984	0	0	18,984	0
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Net of receipts/(payments)	2,419	0	0	2,419	0
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A5 Transfers between funds	0	0	0	0	0
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A6 Cash funds last year end	8,033	0	0	8,033	0
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Cash funds this year end	10,452	0	0	10,452	0
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Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash at bank	10,199	0	0
Expenses to be reimbursed	- 403	0	0
Donations not yet banked	2,005		
Expenses submitted not yet paid	-1,349	0	0
Total cash funds	10,452	0	0

(agree balances with receipts and payments account(s))

OK

Unrestricted

OK

Restricted funds

OK

Endowment

B2 Other monetary assets

Details	funds to nearest £	to nearest £	to nearest £
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		0	
		0	
		0	
		0	
		0	

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

Signature

Print Name

Date of approval

S. SPENCE

STUART SPENCE

30/6/23

R. J. J. J.

REBECCA
WILLOUGHBY

30/6/