



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: May 2023

To: May 2024

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	To 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 through FareShare and members of the local community. Use of any financial donations to provide additional support or to 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 as well as members of the 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	<p>The foodbank has continued to support a growing number of households. Some of these households are individuals, but most are families ranging from 2 to 11 people. We have 73 households known to us who need regular support or support from time to time. This is an increase from 49 households in the previous year.</p> <p>On average we are supporting 35-45 households per week which is an increase from an average of 28 in the previous year. We have continued to strengthen our links with local networks – Bromley Borough Food Partnership, Churches, Schools and local businesses who donate or host donation drop off points. New links have been forged with the Trussell Trust, Bromley Borough Foodbank, the National Hygiene Bank, local charities, shops and companies.</p> <p>Alongside providing food parcels, the charity has undertaken to provide support and valuable information about other charities and agencies that can help these households. We have linked with GP social referrers, social workers and key members of staff at local schools, to ensure that the wider needs of families and individuals can be met. We have advocated for housing and referred to other charities to obtain basic housing needs.</p>

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 to achieve its objectives. Attending local community events like the Hayes Fair, and the Hayes Christmas Lights has enabled the foodbank to raise money to provide Hampers at Christmas, Easter Eggs and through links with the Hygiene Bank, cleaning and laundry products as well as essential toiletries. Links with schools has also achieved substantial donations of items at Harvest, Christmas and just before the summer holidays.
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	Foodbank costs have increased from the previous year. The needs of the Foodbank have continued to increase, particularly in terms of food price inflation. The Foodbank's own food shopping is higher and also the inflation has led to several more families needing support than the previous year. Income has increased and thankfully has increased greater than the increase in costs. The balance on the bank account has increased which means the Foodbank has a buffer equivalent to 35 weeks of support, should there be no subsequent income.
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 fall 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 and Trustees.
Reasons for holding zero reserves	Para 1.22	N/A
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 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 community fairs to raise funds and awareness surrounding food poverty locally.
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 Charity's Risk Management Policy is reviewed annually. The principal risks facing the charity are around personnel as all who work at the

		<p>charity are volunteers – and also around managing resources so we have sufficient to meet demand. To ensure 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.</p> <p>We confirm that there have been no Serious Incidents that require us to Report in accordance with the Serious Incidents Policy.</p>
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 policies on Health and Safety, Safeguarding, GDPR, 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	6 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	Mr Andrew Fitch		February 2024 – to Present	
6	Mrs Lisa Johnson-Harper		February 2024 – to Present	
7	Mrs Janet Thompson		February 2024 – to Present	
8	Mr John Thompson		February 2024 – to present	
9	Mr Jonathan Stanley	Secretary	June 2024 – to present	
10				
11				
12				
13				
14				
15				
16				
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
Treasurer	Danny Wilding	

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

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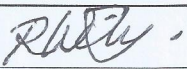
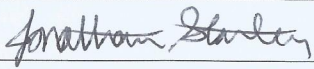
Other optional information

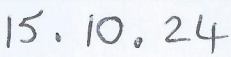
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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rebecca Wilbughby	Jonathan Charles Stanley
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 



CHARITY COMMISSION
FOR ENGLAND AND WALES

Hayes Community Foodbank

1198866

Receipts and payments accounts

CC16a

For the period
from

01/04/2023

To

31/03/2024

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
Cash & Cheques	9,083	-	-	9,083	5,571
Online	18,071	-	-	18,071	12,576
Card	-	-	-	-	45
Change in pending donations	- 2,005	-	-	- 2,005	1,930
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	25,149	-	-	25,149	21,403
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,149	-	-	25,149	21,403
A3 Payments					
Foodbank Shopping	18,777	-	-	18,777	15,231
Card Transaction Fee	-	-	-	-	-
Energy Grant	1,030	-	-	1,030	-
Christmas Shopping	-	-	-	-	594
Premises	600	-	-	600	1,496
Running Costs	2,187	-	-	2,187	411
Storage	-	-	-	-	253
Publicity	-	-	-	-	198
Change in pending expenses	- 2,292	-	-	- 2,292	801
Sub total	20,301	-	-	20,301	18,984
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,301	-	-	20,301	18,984
Net of receipts/(payments)	4,848	-	-	4,848	2,419
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,452	-	-	10,452	8,033
Cash funds this year end	15,300	-	-	15,300	10,452

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	15,900	-	-
	Expenses to be reimbursed	- 600	-	-
	Donations not yet banked	-	-	-
	Expenses submitted not yet paid	-	-	-
	Total cash funds	15,300	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
<i>Rebecca Willoughby</i>	REBECCA WILLOUGHBY	15/10/24
<i>Jonathan Stanley</i>	JONATHAN STANLEY	15/10/24



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Hayes Community Foodbank, Kent

**On accounts for the year
ended**

31/03/2024

**Charity no
(if any)**

1198866

Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2024**.

**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:

S. Spence

Date:

14/10/2024

Name:

Stuart Spence

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

Address:

33 Hawthorndene Road, Hayes

Bromley, Kent

BR2 7DY

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.

I am involved with the charity as a supporter, volunteer and also a member of the finance sub-committee but I am not a Trustee of the charity, and I have not been directly involved in the preparation of the accounts and I am not related to a Trustee or person of influence within the charity.