



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: **May 2024** To: **May 2025**

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 large number of households. Some households have stopped needing our service over the past year, but this has helped us support the new requests that come in from time to time. Some households have returned to us after a long period of not needing us. Some households continue to receive weekly deliveries whilst others receive one-off or occasional deliveries. On average we are supporting 20-30 households per week, although this is much higher during November and December.</p> <p>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 continues to provide support and valuable information about other charities and agencies that can help these households. We have worked with GP's, social workers, social prescribing link workers, Bromley council, Statutory nuisance and anti-social behaviour team, Senior trading standards enforcement officers and schools, to ensure that the wider needs of families and individuals can be met.</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	<p>Foodbank income is down on the previous year, but there are substantial donations of physical food and household goods, which are of a similar value to monetary donations.</p> <p>Foodbank costs have fallen from the previous year. This is because of the average number of families being supported has fallen. Food inflation is still impacting the cost of buying food and is also the reason why continuing numbers of families need support each week.</p> <p>Income has increased and thankfully has increased greater than the increase in costs.</p> <p>The balance on the bank account has increased which means the Foodbank has a buffer equivalent to 40 weeks of support, should there be no subsequent income.</p>
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	<p>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.</p> <p>Approval for spending is sought from the Treasurer and Finance Committee before purchasing the items.</p>

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	<p>The Charity's Risk Management Policy is reviewed annually.</p> <p>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 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			
6	Mrs Lisa Johnson-Harper			
7	Mrs Janet Thompson			
8	Mr John Thompson			
9	Mr Jonathan Stanley	Secretary		
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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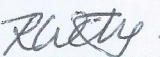
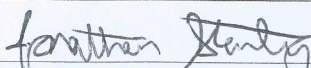
Other optional information

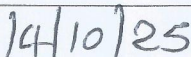
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Declarations

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 Wiloughby	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

01/04/2024

To

31/03/2025

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					
Bank interest	122	-	-	122	-
Cash & Cheques	5,467	-	-	5,467	9,083
Online	19,213	-	-	19,213	18,071
Ad-hoc	60	-	-	60	-
Change in pending donations	-	-	-	-	2,005
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	24,863	-	-	24,863	25,149
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	24,863	-	-	24,863	25,149
A3 Payments					
Foodbank Shopping	21,282	-	-	21,282	18,777
Card Transaction Fee	-	-	-	-	-
Energy Grant	-	-	-	-	1,030
Premises	600	-	-	600	600
Running Costs	343	-	-	343	2,187
Storage	-	-	-	-	-
Publicity	-	-	-	-	-
Change in pending expenses	50	-	-	50	2,292
Sub total	22,275	-	-	22,275	20,301
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	22,275	-	-	22,275	20,301
Net of receipts/(payments)	2,588	-	-	2,588	4,848
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,300	-	-	15,300	10,452
Cash funds this year end	17,888	-	-	17,888	15,300

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	18,538	-	-
	Expenses to be reimbursed	650	-	-
	Donations not yet banked	-	-	-
	Expenses submitted not yet paid	-	-	-
	Total cash funds	17,888	-	-
	(agree balances with receipts and payments account(s))			


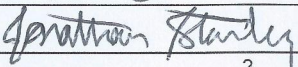
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	Rebecca Willoughby	14/10/25
	Jonathan Charles Stanley	14/10/25