



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period start date 11/01/2024 Period end date 10/01/2025

Charity name: Elland and District Foodbank

Charity registration number: 1201549

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | <p>To prevent or relieve poverty in the HX4 and HX5 Elland and District area by:</p> <ul style="list-style-type: none">• Providing emergency food and basic essential items to individuals and families in need and /or other charities and organisations working to prevent or relieve poverty for their distribution• Providing support, advice or signposting to the relevant information or advisory services• Working in partnership with other organisations in the relief of food poverty• Giving emergency assistance to anyone seeking help and signposting as a one-off provision, at the discretion of the trustees. |
| 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 | <p>Weekly food provision to people in poverty from HX4 or HX5 every Saturday. In addition to food, we provide pet food each week and toiletries/cleaning products once a month. A coffee bar is available for clients to use for social support. Local councillors and other community groups are present to provide additional support and guidance to clients on housing, finance, and other matters.</p> <p>On Fridays each week, volunteers pick up food donations from local supermarkets/donors. We also have a network of individuals, schools, church</p> |

| | | |
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| | | <p>groups, businesses, and organisations that regularly donate to us.</p> <p>We collaborate with other charities and voluntary groups across Calderdale to 'trade' items, utilising our collective resources to benefit the wider community in need.</p> <p>The Trustees identify and make grant applications to support the running of the Foodbank.</p> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | <p>The Trustees are aware of, and have regard to, the Charity Commission's public benefit guidance.</p> |

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 |

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| Contribution made by volunteers | Para 1.38 | <p>The volunteers are organised into 6-week rotas for every Friday and Saturday of the year.</p> <p>On Fridays, three teams of 6 volunteers collect from our local supermarket donors. An additional 4 volunteers help unload, sort and pack staple provisions and fresh produce bags ready for distribution on Saturday mornings.</p> <p>The Saturday team of 10 volunteers carry out a range of tasks from welcoming the clients; registering new clients; distributing the food bags; providing refreshments and signposting clients to other organisations as appropriate.</p> <p>Volunteers are encouraged to provide feedback on the effective operation of the Foodbank and many good ideas have been implemented.</p> <p>We also have the support of 3 local councillors who either attend on Saturday mornings to give advice or bring food donations each week.</p> |
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Achievements and Performance

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| | SORP reference | |
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| 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>On average, 55 households attended the Foodbank each week, feeding 73 adults and 58 children. We provided 61,000 meals at a value of over £30,000. The actual spend on food was £4,231, which was a 40% reduction on last year.</p> <p>74% of clients are from HX5 and 26% from HX4.</p> <p>We provided food to 10 clients who lived outside HX4 and HX5 and directed many more who contacted us by telephone or email to their relevant Foodbank.</p> <p>We collected from 8 local supermarkets/food suppliers each week.</p> <p>We have 41 committed and active volunteers. This year, we have worked with the Youth Justice Service to welcome younger volunteers (16-18 years) and their support worker.</p> <p>The volunteers receive a written monthly update following the Trustees' meeting, and a Safeguarding training course was provided in May 2023.</p> <p>We had a volunteer social event in November 2024 to thank our volunteers for their time, effort and commitment.</p> <p>In January, an Annual General Meeting is held for donors and the public to hear about the work of the Foodbank in the previous year. A newsletter is circulated to everyone on the Foodbank's circulation list.</p> |
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Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|---|
| Achievements against objectives set | Para 1.41 | N/A |
| Performance of fundraising activities against objectives set | Para 1.41 | <p>When we became a charity in 2023, we applied for and received funding from the National Lottery, which will secure our future for at least the next two to three years.</p> <p>In 2024, we received grants totalling £4,372 to support the day-to-day operation of the Foodbank.</p> |

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| Investment performance against objectives | Para 1.41 | N/A |
|---|-----------|-----|

Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | <p>2024 /2025, our 2nd year as a charity, was another successful year for the Elland and District Foodbank.</p> <p>Though our other donations and grants were significantly down compared to 2023/2024, mainly due to the £20,000 National Lottery Grant we received in 2023/2024, our income more than covered our expenditure in that period.</p> <p>Our rent increase was as expected. Our insurance cost increased by 71% due to the changes in cover we required for our current operation. However our expenditure on food and stock were less than in 2023/2024 due to e.card donations, increases in non-financial donations of food and our rigorous control of stock.</p> <p>We continue to review our income and expenditure and policies procedures on a monthly basis and take actions for change /improvements wherever this is appropriate.</p> <p>Closing our previous bank account has made our financial reporting more effective.</p> <p>Our reserves also remain intact which guarantees the financial future of the Elland and District Foodbank.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>The reserves we are holding cover our expected expenditure levels for the next 3 years. This will enable us to put plans in place should our income levels fall, yet at the same time help maintain our clients' current levels of support.</p> <p>In the next financial period and future years, we will apply for available grants to cover our expected expenditure and keep our current level of reserves intact.</p> |
| Amount of reserves held | Para 1.22 | £35,000 |
| Reasons for holding zero | Para 1.22 | N/A |

| | | |
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| reserves | | |
| Details of fund materially in deficit | Para 1.24 | None |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | None |

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 | Donations and grants |
| 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 | A significant reduction in our financial and food donations |
| Other | | |

Structure, Governance and Management

| Description of charity's trusts: | | |
|---|-----------|---|
| Type of governing document (trust deed, royal charter) | Para 1.25 | 'Foundation' model constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Charitable Incorporated Organisation (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 | <p>Potential new trustees are approached to become a trustee following agreement at a trustee meeting.</p> <p>Consideration is given to the skills, knowledge and experience needed for the effective administration of the CIO. The role is fully explained to them.</p> <p>The potential new trustee is invited to a trustee meeting, following which they confirm their acceptance of the role.</p> |

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 | <p>Each new trustee is provided with</p> <ul style="list-style-type: none"> • a copy of the current version of the constitution, policies and risk register • a copy of the CIO's latest Trustees' Annual Report and statement of accounts • the Volunteer handbook, which details the operational roles of Duty Manager and Registration Manager - both of which are carried out by Trustees. • Each new Trustee is supported in taking on new roles by existing Trustees. |
| The charity's organisational structure and any wider network with which the charity work | Para 1.51 | <p>The Foodbank has 10 Trustees who manage the affairs of the CIO as per the constitution.</p> <p>41 volunteers are organised into a 6-week rota to ensure the service is provided every Friday and Saturday.</p> <p>The Foodbank has a Trustee representation on the Calderdale Food Poverty Forum, which brings together charities and voluntary organisations related to food poverty. It meets every 6 weeks.</p> |
| Relationship with any related parties | Para 1.51 | N/A |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Elland and District Foodbank |
| Other name the charity uses | N/A |
| Registered charity number | 1201549 |
| Charity's principal address | Springfield House Forest Hill Road Elland Huddersfield Yorkshire HD3 3FB |

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|--|--------------|-----------------|-----------------------------------|---|
|--|--------------|-----------------|-----------------------------------|---|

| | | | | |
|----|-----------------------|--|-------------------------|--|
| 1 | Moira Ann Mansfield | Safeguarding Lead | | |
| 2 | Brian Denis Mansfield | | | |
| 3 | Chris Morton | Storage | | |
| 4 | Andrew Jacobs | Vice-Chair and GDPR Lead | January - December 2024 | |
| 5 | Joanne Miller | Secretary and Vice-Chair | | |
| 6 | Maria Neary | Chair | | |
| 7 | Trevor Hicks | Stock Control Lead | | |
| 8 | Mary Hamilton | Treasurer | | |
| 9 | Asha Brunkard | Grant applications | April 2024 - present | |
| 10 | Jayne McNulty | Client survey and Deputy Safeguarding Lead | April 2024 - present | |
| 11 | Sarah Gething | Grant applications | April 2024 - present | |

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 |

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|---|-----|
| 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) N/A | | |

Exemptions from disclosure

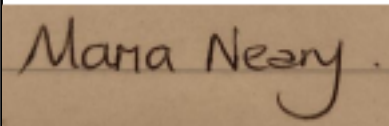
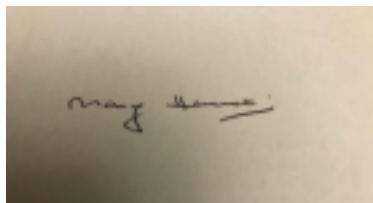
Reason for non-disclosure of key personnel details

| |
|-----|
| N/A |
|-----|

Other optional information

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Declarations

| | | |
|--|---|---|
| Signature(s) |  |  |
| Full name(s) | Maria Neary | Mary Hamilton |
| Position (eg Secretary, Chair, etc) | Trustee Chair | Trustee Treasurer |
| Date | 31.10.25 | |

Elland And District Foodbank Charity No. 1201549

Summary of Accounts Year 2 - 11th January 2024 to 10th January 2025

Opening Balances

| | | |
|---------------|-------------|-------------------|
| New Account | £ 40,937.59 | |
| Old Account | £ 2,513.61 | |
| Totals | | £43,451.20 |

| | |
|---------------|-------------------|
| Income | £13,969.72 |
|---------------|-------------------|

| | |
|---------------------|-------------------|
| Total Monies | £57,420.92 |
|---------------------|-------------------|

| | |
|--------------------|-------------------|
| Expenditure | £11,364.26 |
|--------------------|-------------------|

| | |
|-----------------------------------|-------------------|
| Total Monies - Expenditure | £46,056.66 |
|-----------------------------------|-------------------|

Closing Balances

| | |
|-----------------|-------------|
| Savings Account | £ 40,317.96 |
| Current account | £ 5,738.70 |
| Totals | |

£46,056.66

Income -Year 2 - 2024 Summary - 11th January 2024 to 10th January 2025

| Date | Monthly Donations | Other Donations / Monies | Grants |
|---|--------------------------|---------------------------------|----------------|
| January | 360.00 | 411.19 | |
| February | 37.50 | 222.43 | |
| March | 102.50 | 270.00 | |
| April | 117.50 | 497.13 | |
| April Gift Aid | | 634.47 | |
| May ** | 477.50 | 333.40 | |
| May The Neighbourly Forum | | | 280.00 |
| June | 77.50 | 61.00 | |
| Adjustments | | 151.00 | |
| Interest on Savings Account | | 18.08 | |
| July | 512.50 | 119.50 | |
| August | 202.50 | 44.00 | |
| September | 227.50 | 820.52 | |
| Interest on Savings Account | | 149.66 | |
| October | 457.50 | 394.12 | |
| ASDA Foundation Grant | | | 1000.00 |
| Calderdale MBC Banners | | | 192.00 |
| November | 112.50 | 1168.00 | |
| December | 207.50 | 717.00 | |
| Interest on Savings Account | | 150.22 | |
| North Halifax Partnership | | | 400.00 |
| 1st to 10th January 2025 | 62.50 | 160.00 | |
| Arnold Clark Grant | | | 2500.00 |
| Donations Old Account 11th January to 15 May 2024 | | | |
| 11th January to 23rd January | 30.00 | | |
| 24th January to 23rd February | 75.00 | | |
| 24th February to 22nd March | 50.00 | | |
| 23rd March to 23rd April | 121.00 | | |
| 24th April to 15th May | 45.00 | | |
| Totals | 3276.00 | 6321.72 | 4372.00 |

** The Old Account was closed on 15th May 2024

£40,000.00 was transferred from the new account to the savings account on 23rd May 2024

| Totals |
|----------|
| 771.19 |
| 259.93 |
| 372.50 |
| 614.63 |
| 634.47 |
| 810.90 |
| 280.00 |
| 138.50 |
| 151.00 |
| 18.08 |
| 632.00 |
| 246.50 |
| 1048.02 |
| 149.66 |
| 851.62 |
| 1000.00 |
| 192.00 |
| 1280.50 |
| 924.50 |
| 150.22 |
| 400.00 |
| 222.50 |
| 2500.00 |
| 30.00 |
| 75.00 |
| 50.00 |
| 121.00 |
| 45.00 |
| 13969.72 |

Breakdown of Expenditure - Year 2 - 2024 - 11th January 2024 to 10th January 2025

| | Bank Charges | Rent | Insurance | Mobile | Stock / Food | Other Expenses | Totals | Total for Month |
|---|--------------|---------|-----------|--------|--------------|----------------|----------|-----------------|
| 12th January Milk | | | | | 41.40 | | 41.40 | |
| 12th January Sausages | | | | | 90.00 | | 90.00 | |
| 12th January Rent November 2023 | | 340.00 | | | | | 340.00 | |
| 12th January Rent December 2023 | | 425.00 | | | | | 425.00 | 896.40 |
| 5th February | 6.32 | | | | | | 6.32 | |
| 5th February | | | | 5.00 | | | 5.00 | |
| 19th February | | | | 5.00 | | | 5.00 | |
| 26th February | | | | 5.00 | | | 5.00 | |
| Flowers for Hilary | | | | | | 25.60 | 25.60 | 46.92 |
| 5th March Book Token | | | | | | 20.00 | 20.00 | |
| 6th March Bank Charges | 3.14 | | | | | | 3.14 | |
| 8th March Printer Cartridges | | | | | | 29.99 | 29.99 | |
| 8th March Printer Cartridges | | | | 5.00 | | 50.48 | 50.48 | |
| 21st March Lyca Mobile | | | | | | | 5.00 | |
| 25th March Morrisons Milk | | | | | 8.12 | | 8.12 | |
| 26th March Morrisons Milk | | | | | 13.64 | | 13.64 | 130.37 |
| 2nd April Rent January | | 340.00 | | | | | 340.00 | |
| 2nd April Rent February | | 340.00 | | | | | 340.00 | |
| 2nd April Rent March | | 425.00 | | | | | 425.00 | |
| 5th April Lyca Mobile | 0.75 | | | 5.00 | | | 5.00 | |
| 6th April Bank Charges | | | | | | | 0.75 | |
| 12th April Morrisons | | | | | 108.96 | | 108.96 | |
| 17th April Aldi | | | | 5.00 | 102.72 | | 102.72 | |
| 22nd April | | | | 5.00 | | | 5.00 | |
| 29th April | | | | | | | 5.00 | 1332.43 |
| 2nd May PIB Risk Services (Insurance) | | | 775.50 | | | | 775.50 | |
| 7th May Bank Charges | 1.08 | | | | | | 1.08 | |
| 9th May Morrisons | | | | 5.00 | 5.20 | | 5.20 | |
| 13th May Lyca Mobile | | | | | | | 5.00 | |
| 16th May Morrisons | | | | 5.00 | 77.52 | | 77.52 | |
| 21st May Lyca Mobile | | | | | | | 5.00 | |
| 29th May Rent April | | 356.00 | | | | | 356.00 | |
| 29th May Rent May | | 445.00 | | | | | 445.00 | |
| 31st May Morrisons | | | | | 44.71 | | 44.71 | |
| 31st May Lyca Mobile | | | | 5.00 | | | 5.00 | 1720.01 |
| 4th June Bank Charges | 4.03 | | | | | | 4.03 | |
| 5th June Banners | | | | | | 96.00 | 96.00 | |
| 6th June Morrisons | | | | | 39.60 | | 39.60 | |
| 6th June Stationery | | | | | | 45.98 | 45.98 | |
| 7th June Morrisons | | | | | 91.80 | | 91.80 | |
| 10th June Banners | | | | 5.00 | | 192.00 | 192.00 | |
| 13th June Lyca Mobile | | | | | | | 5.00 | |
| 14th June Morrisons | | | | 5.00 | 119.74 | | 119.74 | |
| 17th June Lyca Mobile | | | | | | | 5.00 | |
| 21st June Nantar | | | | | | 55.00 | 55.00 | |
| 21st June Morrisons | | | | | 51.38 | | 51.38 | |
| 24th June Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 26th June Morrisons | | | | | 60.36 | | 60.36 | 770.89 |
| 1st July Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 2nd July Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 5th July Lyca Mobile | 0.88 | | | | | | 5.00 | |
| 5th July Bank Charges | | | | | | | 0.88 | |
| 5th July Morrisons | | | | | 138.16 | | 138.16 | |
| 12th July Morrisons | | | | | 145.26 | | 145.26 | |
| 15th July Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 19th July Morrisons | | | | | 108.98 | | 108.98 | |
| 22nd July Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 24th July Morrisons | | | | | 53.78 | | 53.78 | |
| 30th July Morrisons | | | | | 7.45 | | 7.45 | |
| 30th July Expenses - Asha * | | | | | | 35.10 | 35.10 | |
| 30th July Expenses - Jo * | | | | | | 38.40 | 38.40 | |
| 30th July Expenses - Maria & Trevor | | | | | | 9.90 | 9.90 | |
| 31st July Morrisons | | | | | 60.45 | | 60.45 | 623.36 |
| 5th August Bank Charges | 0.94 | | | | | | 0.94 | |
| 7th August Morrisons | | | | | 71.71 | | 71.71 | |
| 9th August Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 12th August Carrier Bags | | | | | | 65.00 | 65.00 | |
| 20th August Morrisons | | | | 5.00 | 83.20 | | 83.20 | |
| 27th August Lyca Mobile | | | | | | | 5.00 | |
| 28th August Morrisons | | | | | 24.56 | | 24.56 | 255.41 |
| 4th September Morrisons | | | | | 48.17 | | 48.17 | |
| 5th September Rent - June, July & August | | 1157.00 | | | | | 1157.00 | |
| 6th September Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 9th September Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 11th September Flying Flowers | | | | | | 30.00 | 30.00 | |
| 12th September Morrisons | | | | | 54.30 | | 54.30 | |
| 16th September Food For Families | | | | | 120.00 | | 120.00 | |
| 17th September Morrisons | | | | | 55.84 | | 55.84 | |
| 23rd September Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 23rd September Lyca Mobile | | | | 5.00 | | | 5.00 | |
| 25th September Morrisons | | | | | 88.68 | | 88.68 | |
| 30th September Lyca Mobile | | | | 5.00 | | | 5.00 | 1578.99 |
| 7th October Bank Charges | 0.24 | | | | | | 0.24 | |
| 8th October Rent September | | 356.00 | | | | | 356.00 | |
| 8th October Morrisons | | | | | 78.46 | | 78.46 | |
| 16th October Morrisons | | | | 5.00 | 48.06 | | 48.06 | |
| 18th October Lyca Mobile | | | | | | | 5.00 | |
| 22nd October Currys Printer Cartridges | | | | | | 62.48 | 62.48 | |
| 24th October Morrisons | | | | | 52.02 | | 52.02 | |
| 28th October Lebara Mobile | | | | 1.50 | | | 1.50 | |
| 28th October Thwaites Butchers | | | | | 105.00 | | 105.00 | |
| 30th October Morrisons | | | | | 33.12 | | 33.12 | 741.88 |
| 4th November Bank Charges | 3.39 | | | | | | 3.39 | |
| 8th November Morrisons | | | | | 64.32 | | 64.32 | |
| 12th November Morrisons | | | | | 64.59 | | 64.59 | |
| 12th November RS & W Williams - CC Report | | | | | | 200.00 | 200.00 | |
| 12th November Rent October | | 356.00 | | | | | 356.00 | |
| 19th November Morrisons | | | | | 138.90 | | 138.90 | |
| 25th November Currys Printer Cartridges | | | | | | 57.49 | 57.49 | |
| 28th November Lebara Mobile | | | | 1.50 | | | 1.50 | |
| 28th November Lidl | | | | | 97.12 | | 97.12 | |
| 29th November Morrisons | | | | | 66.24 | | 66.24 | 1049.55 |
| 4th December Morrisons | | | | | 88.42 | | 88.42 | |
| Bank Charges | 5.22 | | | | | | 5.22 | |
| 12th December Morrisons | | | | | 100.48 | | 100.48 | |
| 17th December Morrisons | | | | | 109.50 | | 109.50 | |
| 17th December Flying Flowers (Hilary) | | | | | | 36.00 | 36.00 | |
| 23rd December Morrisons | | | | | 64.74 | | 64.74 | |
| 23rd December Thwaites Butchers | | | | | 580.00 | | 580.00 | |
| 30th December Lebara Mobile | | | | 1.50 | | | 1.50 | 985.86 |
| 3rd January Morrisons | | | | | 71.79 | | 71.79 | |
| 3rd January Rent November | | 445.00 | | | | | 445.00 | |
| 3rd January Rent December | | 356.00 | | | | | 356.00 | |
| 6th January Coopers Kitchen | | | | | | 250.00 | 250.00 | |
| 9th January Morrisons | | | | | 98.50 | | 98.50 | |
| 9th January Bank Charges | 10.90 | | | | | | 10.90 | |
| | | | | | | | | 1232.19 |
| Totals | 36.89 | 5341.00 | 775.50 | 134.50 | 3776.95 | 1299.42 | 11364.26 | 11364.26 |