

Charity registration number: 1208343

East Grinstead Foodbank

A Charitable Incorporated Organisation

Annual Report and Financial Statements

for the Period 21 May 2024 to 30 November 2024

East Grinstead Foodbank

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East Grinstead Foodbank

Reference and Administrative Details

Trustees

All Trustees were appointed on 21 May 2024:

Julian Spencer, Chair of Trustees

Philip Brown, Treasurer

Lorraine Fernandes

Brigid Armstrong

Dominic Byrne

Rachel Flynn

Principal Office

Jubilee Community Centre
Charlwoods Road
East Grinstead
West Sussex
RH19 2HL

Charity Registration Number

1208343

East Grinstead Foodbank

Trustees' Report

The Trustees present the annual report together with the financial statements of the charity for the period 21 May 2024 to 30 November 2024.

Incorporation

The charity was registered as a Foundation Charitable Incorporated Organisation on 21 May 2024 (number 1208343). The charity was established to enable the transfer of the activities of the East Grinstead Foodbank which operated as an unincorporated registered charity (number 1154256). The agreement to transfer the activities was dated 30 November 2024. The cash balances were transferred on 3 December 2024.

Objectives and activities

Charitable objects

The prevention or relief of poverty in East Grinstead and the surrounding areas or such wider area as may seem appropriate from time to time by providing grants, items and services to individuals in need and/or charities or other organisations working to prevent or relieve poverty and in particular by providing emergency food supplies and to help this in crisis including signposting to other agencies.

Mission Statement

The foodbank is part of the Trussell network, which exists so everyone in the UK can be free from hunger and to ensure no one needs a foodbank to survive. Until that happens, we will provide emergency food and practical support for people in East Grinstead and the surrounding areas for people left without enough money to live on.

Activities

a) providing emergency food boxes containing a minimum of three days' supply of balanced and nutritional foodstuffs and household items to individuals in need and for distribution by charities and other organisations working to prevent, or provide relief from, poverty.

b) the provision of such other help and comfort for the beneficiaries and signposting to relevant information to other advisory services, as may be required.

Public Benefit

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

East Grinstead Foodbank

Trustees' Report

Structure, governance and management

Nature of governing document

Foundation Charitable Incorporated Organisation Constitution adopted 21 May 2024.

Reserves Policy

East Grinstead Foodbank is committed to ensuring that it retains sufficient financial reserves to protect the charity against falls in income and, ultimately, to cover the costs of an orderly dissolution if the foodbank is no longer to continue. This policy is not contractual but sets out the way in which East Grinstead Foodbank aims to manage financial reserves.

This policy applies to the Trustees of East Grinstead Foodbank as a whole, with specific responsibilities for the Treasurer as detailed below.

Definition of funds

The policy requires retention of a minimum level of “unrestricted funds”.

“Restricted funds” are those received from donors or other sources where the expenditure is limited to specified items, projects or personnel costs. All other income of the East Grinstead Foodbank is “unrestricted funds”.

Policy

The Trustees should ensure that the East Grinstead Foodbank retains adequate “unrestricted funds” to cover six months of anticipated overheads:

- “Overheads” are to include all personnel, premises and other running costs of the East Grinstead Foodbank which are not covered by “restricted funds”.
- The measurement of “adequate unrestricted funds” should be made and reported upon with each financial report from the Treasurer to the Trustees and not less than twice a year.
- In preparing the Annual Budget for approval by the Trustees, the Treasurer should demonstrate that the Reserves Policy requirements will be satisfied if the budgeted income and expenditure are met.
- In the event of there being no “unrestricted funds” at any reporting date or shown in an Annual Budget, the Trustees should hold a General Meeting to determine the actions required to either recover the required level of reserves or to arrange the orderly dissolution of the East Grinstead Foodbank.
- In the event of the unrestricted funds being significantly in excess of the “adequate” measure, the Trustees should consider whether this is due to a short-term situation or a longer-term issue and consider actions to spend reserves if the latter. The determination of what level is unrestricted funds forms an excess is for the judgement of the Trustees, but unrestricted funds equal to more than two years’ average overheads can be taken as an indication.

Responsibility for this policy

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the Trustees of East Grinstead Foodbank. The Treasurer has responsibility for monitoring and reporting on the policy on a timely basis.

Communication of this policy

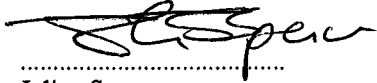
All new Trustees will be made aware of this policy.

East Grinstead Food Bank

Trustees' Report

The charity had no activities from 21 May 2024 to 30 November 2024 and accordingly no statement of financial activities has been prepared. The charity had no cash balances and no other assets and liabilities on 30 November 2024 and accordingly no balance sheet has been presented.

The annual report was approved by the Trustees of the charity on 25 July 2025 and signed on its behalf by:



Julian Spencer
Chair of Trustees



Philip Brown
Treasurer

East Grinstead Foodbank

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees 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 the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The Trustees 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.

Approved by the Trustees of the charity on 25 July 2025 and signed on its behalf by:



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Julian Spencer
Chair of Trustees



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Philip Brown
Treasurer