

Fighting Hunger with Food Waste (FHFV) – Annual Activities and Forward Plan

Report prepared for submission to the Charity Commission

Reporting period: 22 March 2025 to 22 March 2026 (last 12 months)

1. Executive Summary

This report collates available organisational evidence on Fighting Hunger with Food Waste (FHFV) to support Charity Commission reporting requirements. It summarises activities delivered during the last 12 months and sets out the planned programme of work for the next 12 months. Evidence sources include trustee meeting minutes, policies, operational summaries, distribution logs, and relevant communications held in Microsoft 365, alongside publicly available register information.

2. Charity Overview

Registered charity name: Fighting Hunger with Food Waste

Working name: FHFV

Charity number: 1209927

Organisation type: Charitable Incorporated Organisation (CIO)

Area of operation: Wiltshire (UK)

Core activity: Collecting surplus food and redistributing it via volunteers to families and organisations in need.

Volunteers: 34 (plus 3 cover)

Families in need: 196

Total Collections: 14,575

Total Weight: 384,245

Total Meals: 921,675

2.1 Public register description (summary)

Public register information describes FHFV as collecting surplus food and delivering it via volunteers to families in need. The register also identifies the charity's purposes as including

prevention/relief of poverty and support for people with disabilities, children and young people, elderly people, and other charities or voluntary bodies, operating in Wiltshire.

2.2 Operating model (internal summary)

An internal management summary describes an operational model that arranges collections and same-day distribution of surplus food, including redistribution of surplus produce to other community organisations (e.g., schools, food banks, community fridges, kitchens and pantries), aligned to supplier/supermarket guidance, food safety, and volunteer training/support.

3. Governance and Management

FHFW has maintained an active programme of trustee oversight through regular trustee meetings and action tracking.

3.1 Trustee meetings held during the reporting period

- 6 May 2025 – Trustee Meeting (Teams) – Agenda included Easter eggs and vouchers, fundraising, Amazon wishlist, compliance with suppliers, families/waiting list, finance update, GDPR policy, charity commission submission, and food distribution.
- 22 September 2025 – Trustee Meeting (Teams) – Agenda included Advent calendars and vouchers, fundraising, Amazon wishlist, compliance with Neighbourly/FareShare, family numbers/waiting list, finance, toy donation (Lidl), Christmas distribution planning, charity commission submission, and operational distribution.
- 26 January 2026 – Trustee Meeting (Teams) – Agenda included Easter eggs and vouchers, fundraising, Amazon wishlist, compliance with Neighbourly/FareShare, family numbers/waiting list, finance, charity commission submission, sponsor walk, distribution, conflict of interest, recruiting additional trustees, and policy completion.

4. Policies, Controls and Compliance (Developed/Refreshed)

During the reporting period, FHFW developed and/or refreshed core governance and operational policies to support compliance, safeguarding, financial control and volunteer conduct. The following documents were produced or updated:

- Business Code of Conduct / Business Rules for collectors and distributors (including donation handling, food safety, supplier rules, and press/media guidance).
- Safeguarding Policy (protecting children and vulnerable adults; role restrictions and responsibilities).
- Financial Control Policy (roles, responsibilities, approvals, segregation of duties, and compliance expectations).
- Trustee Conflict of Interest Policy.
- Trustee Expenses Policy.
- Bullying and Harassment Policy.

- Serious Incident Reporting Policy (definition, reporting and escalation expectations).

5. Activities Delivered in the Last 12 Months

5.1 Core surplus food collection and distribution

FHFW continued the core activity of collecting surplus, in-date food from retailers and redistributing it quickly to households and community organisations. An operational distribution log evidences ongoing redistribution to partner organisations (e.g., animal rescue, churches, schools, hubs and foodbanks) with dated entries and item quantities.

5.2 Seasonal support and hardship interventions

Trustee records and planning communications evidence seasonal support activity including:

- Distribution of Easter eggs to families (targeting approximately 300 eggs in planning).
- Distribution of Advent calendars for children receiving deliveries (planned at similar volumes to Easter eggs).
- Distribution of vouchers to families in need, including planning around affordability thresholds and changes to local council voucher availability.
- Christmas planning meetings and coordination.

5.3 Partnerships and community programmes

During the reporting period, FHFW progressed or maintained partnerships and programmes including:

- Relationships and engagement with Neighbourly and FareShare (as suppliers/partners).
- Allocation as a toy donation collection partner for Lidl stores (Westbury and Chippenham – Pewsham Way) via the Neighbourly festive toy donation scheme.

5.4 Fundraising and resource optimisation

A 2025 achievements summary highlights the following completed actions:

- Sale of non-food items via car boot sales raising £210.32.
- Sale of the charity van raising over £2,000.
- Closure of the central office base in Chippenham and transition to a more mobile way of working.
- Establishment of clearer Team Leader and volunteer team structures and a regular meeting schedule.
- Set-up of new WhatsApp groups, a new customer donation process, and a cover calendar.

6. Finance Overview

Income is less than £10k, a simple annual return and basic income and expenditure figures required as per <https://www.gov.uk/guidance/prepare-a-charity-annual-return>.

Dates that the return should cover (6th Sept 2024 to 30th June 2025):

- The income figure is £2,100
- The spending figure is £631

7. Forward Plan (Next 12 Months)

The following planned priorities have been set out for 2026 in trustee records and planning communications:

- Develop a long-term strategy and annual operational plan, including an annual calendar of events.
- Create an annual plan for Charity Commission deliverables and governance requirements.
- Complete and embed the core policy suite (including final formatting and publication).
- Review and confirm which families still require ongoing food support, in line with capacity and eligibility processes.
- Recruit additional volunteers and strengthen team leader coverage and training.
- Implement a central data-sharing space to store policies, schedules, lists and operational guidance.
- Define next steps for redistribution and donation processes (including supplier rules compliance).
- Review bank payments and phone expenses to stop unnecessary outgoings.

7. Evidence Register (Key Documents Identified)

The following documents and communications were identified as evidence sources for this report:

- Trustee meeting minutes: "FHFV TRUSTEE MEETINGS MINUTES Master", "Fighting Hunger with Food WasteMay25 minutes", "Fighting Hunger with Food WasteTrustee minutes Jan26".
- Policy documents: "FHFV Safeguarding Policy 2024", "FINANCIAL CONTROL POLICY (002)FHFV", "Trustee Conflict of Interest Policy", "TRUSTEE EXPENSES POLICY", "Bullying_Harassment_Policy", "Serious Incident Reporting Policy", and "Business Code of Conduct/Business Rules" documents.
- Operational summary: "Management SummaryFHFV".
- Operational distribution log: "redistribution list FHFV.xlsx".
- Planning email: "FHFV Plan 2026".

- Neighbourly toy donation email confirmation.

Note: Day-to-day operational coordination is also referenced as being managed via WhatsApp; those records are not included in this evidence set.