



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 <sup>st</sup>	Month May	Year 2019		Day 30 <sup>th</sup>	Month April	Year 2020

## Section A Reference and administration details

Charity name

Blackburn Foodbank

Other names charity is known by

N/A

Registered charity number (if any)

1151310

Charity's principal address

The OAKS

Oakenhurst Road

Blackburn

Postcode

BB2 1SN

### 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	Stephen Adnitt	Chair	20/5/2019	
2	Amanda Cave	Vice Chair	20/5/2019	
3	Neville Wilkinson	Treasurer		
4	Lesley Shore	Secretary	20/5/2019	
5	Philip Riley			
6	Mark Blackshaw			
7	Jackie Floyd			
8	Lynne Goodacre		20/5/2019	
9	Gill Fourie		20/5/2019	
10				
11				
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by membership

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Blackburn Foodbank is a member of the Trussell Trust network of foodbanks.

Our policies and procedures are mainly based on those of the Trussell Trust.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

TO RELIEVE PERSONS IN BLACKBURN WITH DARWEN WHO ARE IN A CONDITION OF NEED, HARDSHIP OR DISTRESS('BENEFICIARIES') IN SUCH WAYS AS THE TRUSTEES FROM TIME TO TIME THINK FIT, IN PARTICULAR BUT NOT EXCLUSIVELY BY:

A) SUPPLYING BOXES TO BENEFICIARIES WHICH CONTAIN TINNED AND DRIED GOODS TO ENSURE A HEALTHY, BALANCED AND NUTRITIOUS DIET SUFFICIENT FOR UP TO 3 DAYS.

B) SUCH OTHER MEANS, INCLUDING (BUT NOT LIMITED TO) THE PROVISION OF SUPPORT AND ADVISORY SERVICES.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To support and plan the activities for the year the trustees have reviewed the guidance issued by the Charities Commission on public benefit at their regular Trustee meetings.

The charity has continued to supply parcels of tinned, dried and fresh food to ensure a balanced and nutritious diet sufficient for 3-days upon presentation of an appropriate voucher.

The charity has also tried to assist through other means including money advice and sign posting to support and advisory services.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Blackburn Foodbank does not currently issue grants.

There is no policy on programme related investments. However, our grant aided programmes are aimed at improving facilities and services.

Programme investments include:

- Installing an additional kitchen to help feed guests and perform cooking demonstrations; and
- Replacing inefficient underfloor heating with electric heaters to reduce electricity costs.

Foodbank could not function without our volunteers continued generous donation of their time. Roles include:

- Reception;
- Cleaning;
- Kitchens;
- Café;
- Pantries;
- Various guest facing roles;
- Driving; and
- Warehouse.

Plus, our Trustees who are also volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The Trustees continue to be pleased with the progress being made.

The fund-raising team have had success in raising funds. Their success secured our continued operation for this and the next financial year.

Their efforts enabled the continued employment of 4 part-time staff, and has run a number of projects relating to our core activities. We will be seeking grants to enable us to move from 18-hours (3-days) per week operations to 5-days a week.

The budgeting team have continued to optimise fiscal control.

We currently have around 50 volunteers, and we are seeking funding to employ a Benefits Advisor, Volunteer Co-ordinator and Project Manager.

For the year 2019-2020 Blackburn Foodbank provided assistance to the people of Blackburn with Darwen in the following areas:

- 11,791 individual 3-day food parcels (2018-19 10,186);
- Food donated 94,410kg;
- Food supplied 94,585kg;
- Money Advice £536,080 of debt managed to date;
- Computing facilities and assistance with computing skills;
- CVs, job searches etc;
- Eat well for less cooking classes;
- Make and mend drop-in workshops; and
- Sign posting to other organisations who may help.

It should be noted that the COVID-19 pandemic has greatly affected our operations in the final quarter of our year.

To minimise the risk of bring infection into Foodbank, we moved to a contactless delivery model. In this endeavour we received generous help from other companies and charities.

This model and the compartmenting of roles within Foodbank greatly reduced the number of volunteers that could be accommodated. And all face-to-face activities with guests had to stop.

Additionally, around the time of lockdown our food donations collapsed. This was mostly countered by additional one-off grants and other monetary donations. These allowed us to bulk buy food to cover shortages.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Blackburn Foodbank has a reserve account. This is mainly used to hold any funds that are not immediately required. In particular restricted funds reside in this account until needed.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal funding comes from local authority and other charitable grants, and individual charitable donations.

**Section F Other optional information**

Blackburn Foodbank has membership approval to convert to a Charitable Incorporated Organisation (CIO) of the same name.

This process has been achieved - registration number - 1190517. Both charities will operate for a period of time.

It is anticipated that the CIO will commence operations in the next financial year. The initial Trustees will be appointed from the current board. The remaining Trustees will then also be appointed to the CIO.

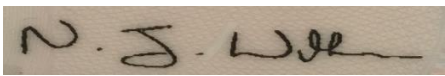
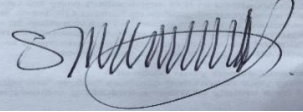
The Trustees will then seek permission from the members to dissolve this trust and transfer its assets to the CIO.

The reason for the change. We have been advised that donors prefer to deal with an incorporated body rather than with trustees.

**Section G Declaration**

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Neville John Wilkinson	Stephen Paul Adnitt
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair

**Date** 11<sup>th</sup> January 2021

**BLACKBURN FOOD BANK****INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDING 30TH APRIL 2020****INCOME**

£41179.70	Donations/My Giving/Collections/Fundraising	£77,693.63
£33000.00	Grants	£79,314.11
£0.00	Trussel Trust	£0.00
<b><u>£74179.70</u></b>	<b><u>TOTAL INCOME</u></b>	<b><u>£157,007.74</u></b>

**EXPENDITURE**

£360.00	Trussel Trust	£360.00
£4197.42	Fixtures & Fittings & Equipment Bought	£13,368.47
£12.80	Training Costs	£0.00
£12000.00	Rent	£12,000.00
£2234.42	Insurance	£2,301.90
£5774.29	Heating, Lighting & Water	£4,824.78
£1382.79	Telephone, Broadband & Mobiles	£1,365.95
£721.95	Printing & Stationary	£3,340.92
£494.18	Postage Costs	£460.45
£31914.70	Allowances/Wages	£42,360.09
£5482.85	Van Hire & Fuel	£2,868.91
£367.50	Taxis and Travel Reimbursements	£543.25
£443.70	Repairs & Maintenance	£1,289.00
£4895.98	Stock Purchases	£4,407.04
£1761.90	Sundries & Consumables	£828.80
£4037.53	Kitchen	£4,295.69
£1010.00	Fees	£1,393.00
£0.00	Office Equipment/Furniture	£3,491.03
£400.00	Donations	£0.00
£0.00	Capital Expenditure	£0.00
<b><u>£77492.01</u></b>	<b><u>TOTAL EXPENDITURE</u></b>	<b><u>£99,499.28</u></b>
<b><u>-£3312.31</u></b>	<b><u>SURPLUS/DEFICIT FOR YEAR</u></b>	<b><u>£57,508.46</u></b>

**REPRESENTED BY**

£53417.74	Reserve, Bank & Petty Cash balances as at 1st May 2019	£50,105.43
£50105.43	Reserve, Bank & Petty Cash balances as at 30th April 2020	£107,613.89
<b><u>-£3312.31</u></b>	<b><u>INCREASE/DECREASE IN AVAILABLE FUNDS</u></b>	<b><u>£57,508.46</u></b>
£26105.43	<b><u>BREAKDOWN OF FUNDS</u></b>	
	<b><u>CASH &amp; BANK</u></b>	£70,113.89
£24000.00	<b><u>RESERVE A/C</u></b>	£37,500.00
<b><u>£50105.43</u></b>	<b><u>TOTAL</u></b>	<b><u>£107,613.89</u></b>

I certify that this Income and Expenditure Account is in accordance with the books and records kept by the Blackburn Food Bank and the Invoices/Receipts examined by me.

N Cort

Nick Cort

21/6/20



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