



Trustees' Annual Report for the period

From **01/12/19** Period start date To **30/11/20** Period end date

Charity name: **BRIDGWATER FOODBANK**

Charity registration number: **1170515**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide emergency food parcels and other items to those in the Bridgwater area who are in need
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	The collection of food from local donation points, logging the weight, sorting it into "use by" dates, storing it on shelving, and making up food parcels for those clients who arrive at the foodbank with a voucher from a recognised agency
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are aware of the guidance issued, and adhere to the specified procedures

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 foodbank is entirely staffed by volunteers. Even the Manager, who would be entitled to remuneration, currently gives his services free of charge
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	The foodbank continues to supply food and personal hygiene items and cleaning products to local people in need. In the last 2 months of 2020 810 individuals were fed. 14.5 tonnes of food was donated, 10.6 tonnes was distributed, including supporting other charities such as the Salvation Army and YMCA. In addition local Primary Schools are supported, eg through their breakfast clubs and giving food parcels during school holidays to those eligible for free school meals

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	n/a
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	A net surplus of £74,364 and assets of £255,702 as at the end of the financial year 30/11/20
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We try to hold reserves of two years operating costs and a contingency for building and car park repairs.
Amount of reserves held	Para 1.22	£55,000
Reasons for holding zero reserves	Para 1.22	n/a
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	Car park fees £7,162 Donations £82,352 As at end of financial year 30/11/20
Investment policy and objectives including any social investment policy adopted	Para 1.46	We keep 6 months costs in current a/c and the balance in a 95 day deposit a/c
A description of the principal risks facing the charity	Para 1.46	The major risks are that we lose income from the car park and that donations will be reduced
Other		n/a

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust. Constitution
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 are 14 trustees of whom 3 are independent, the remainder being drawn from volunteers and the Manager and Chair being Ex-officio. The normal period of office is 3 years; Nominations received at AGM are then voted on.

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	All new trustees (and volunteers) are required to sign up to the Constitution and various policies, including safeguarding.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Manager co-ordinates the work of the volunteers. We also liaise regularly with other local charities and referring agencies as well as Social Services.
Relationship with any related parties	Para 1.51	The trust works closely with a team of local counsellors, to try to provide longer-term or permanent solutions to clients' problems
Other		The Bridgwater Foodbank works within the umbrella of the Trussell Trust

Reference and Administrative details

Charity name	Bridgwater Foodbank
Other name the charity uses	None
Registered charity number	1170515
Charity's principal address	Mount Street Bridgwater Somerset TA6 3ER

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	Philip Jarman	Manager		
2	Dora Hinkley	Chair of the Trust		
3	Robin Kinahan	Treasurer of the Trust		
4	Ann Barnard	Volunteer		
5	Mollie Fooks-Bale	Volunteer		
6	Judith Brown	Volunteer		
7	Alan Cable	Independent		
8	Lance Duddridge	Volunteer		
9	Heather Strawbridge	Independent		
10	Rev Will Lane	Independent		
11	Jon Cran	Co-opted volunteer		
12	Margot Taylor	Volunteer		
13	Sue Golden	Volunteer		
14	Clare Adams	Volunteer		
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
The whole body of trustees listed above jointly hold the title to the property from which foodbank operates, following purchase of the property from Somerset County Council in 2018		

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
Accountant	Ben Cleavelly	Michael J Dodden & Co, 34 North St, Bridgwater, TA6 3YD

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	JH Ballard	
Full name(s)	Judith Ballard	
Position (eg Secretary, Chair, etc)	Secretary to the Trustees	
Date	19/01/21	

BRIDGWATER FOODBANK

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 30TH NOVEMBER 2020

<u>2019</u>			<u>2020</u>		
<u>£</u>	<u>£</u>		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
		<u>Receipts</u>			
	6,497	Car Park	7,162		7,162
	3,795	Standing Orders	8,449		8,449
	22,367	Donations	73,913		73,913
	-	Grants	-		-
	519	Interest	289		289
33,178			89,813	-	89,813
		<u>Less Payments:</u>			
	-	Rent	607		607
	910	Telephone	1,027		1,027
	1,177	Gas	1,623		1,623
	171	Water	163		163
	688	Food Purchases	1,861		1,861
	1,044	Professional Fees	908		908
	360	Trussells	360		360
	21,176	Premises	5,376		5,376
	167	Publicity / Printing	633		633
	1,089	Insurance	1,285		1,285
	1,683	Travel Expenses	1,450		1,450
	120	Accountancy	120		120
	72	Sundry	36		36
(28,657)			(15,449)	-	(15,449)
<u>£4,521</u>		<u>NET SURPLUS/(DEFICIT) IN THE YEAR</u>	<u>£74,364</u>	<u>-</u>	<u>£74,364</u>
176,817		TOTAL FUND BROUGHT FORWARD	31,338	150,000	181,338
<u>£181,338</u>		TOTAL FUNDS CARRIED FORWARD	<u>£105,702</u>	<u>£150,000</u>	<u>£255,702</u>

BRIDGWATER FOODBANK

SUMMARY OF FUNDS

FOR THE YEAR ENDED 30TH NOVEMBER 2020

<u>2019</u>		<u>2020</u>
<u>£</u>		<u>£</u>
	<u>Fixed Assets</u>	
150,000	Freehold Property	<u>150,000</u>
	<u>Current Assets</u>	
7,006	Bank Current account	25,947
24,402	Bank Deposit account	79,745
-	Prepayments	130
50	Cash in Hand	-
<u>31,458</u>		<u>105,822</u>
	<u>Liabilities</u>	
120	Accountancy Accrual	120
<u>31,338</u>	<u>Net Current Assets</u>	<u>105,702</u>
<u>181,338</u>	<u>Net Assets</u>	<u>255,702</u>
	<u>Represented by</u>	
31,338	Unrestricted reserve	105,702
150,000	Restricted reserve	150,000
<u>181,338</u>		<u>255,702</u>

ACCOUNTANTS' REPORT

We have prepared the foregoing accounts without carrying out an audit from the books and records maintained by the Treasurer and from information and explanations supplied by him.

34 North Street
Bridgwater

11th January 2021

Michael J. Dodden & Co.
Chartered Certified Accountants

We approve this account, and confirm that we have made available all relevant records and information for its preparation.

Signed:

Date:

Signed:

Date:

BRIDGWATER FOODBANK

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 30TH NOVEMBER 2020

<u>2019</u>			<u>2020</u>		
<u>£</u>	<u>£</u>		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
		<u>Receipts</u>			
	6,497	Car Park	7,162		7,162
	3,795	Standing Orders	8,449		8,449
	22,367	Donations	73,913		73,913
	-	Grants	-		-
	519	Interest	289		289
33,178			89,813	-	89,813
		<u>Less Payments:</u>			
	-	Rent	607		607
	910	Telephone	1,027		1,027
	1,177	Gas	1,623		1,623
	171	Water	163		163
	688	Food Purchases	1,861		1,861
	1,044	Professional Fees	908		908
	360	Trussells	360		360
	21,176	Premises	5,376		5,376
	167	Publicity / Printing	633		633
	1,089	Insurance	1,285		1,285
	1,683	Travel Expenses	1,450		1,450
	120	Accountancy	120		120
	72	Sundry	36		36
(28,657)			(15,449)	-	(15,449)
<u>£4,521</u>		<u>NET SURPLUS/(DEFICIT) IN THE YEAR</u>	<u>£74,364</u>	<u>-</u>	<u>£74,364</u>
176,817		TOTAL FUND BROUGHT FORWARD	31,338	150,000	181,338
<u>£181,338</u>		TOTAL FUNDS CARRIED FORWARD	<u>£105,702</u>	<u>£150,000</u>	<u>£255,702</u>

BRIDGWATER FOODBANK

SUMMARY OF FUNDS

FOR THE YEAR ENDED 30TH NOVEMBER 2020

<u>2019</u>		<u>2020</u>
<u>£</u>		<u>£</u>
	<u>Fixed Assets</u>	
150,000	Freehold Property	<u>150,000</u>
	<u>Current Assets</u>	
7,006	Bank Current account	25,947
24,402	Bank Deposit account	79,745
-	Prepayments	130
50	Cash in Hand	-
<u>31,458</u>		<u>105,822</u>
	<u>Liabilities</u>	
120	Accountancy Accrual	120
<u>31,338</u>	<u>Net Current Assets</u>	<u>105,702</u>
<u>181,338</u>	<u>Net Assets</u>	<u>255,702</u>
	<u>Represented by</u>	
31,338	Unrestricted reserve	105,702
150,000	Restricted reserve	150,000
<u>181,338</u>		<u>255,702</u>

ACCOUNTANTS' REPORT

We have prepared the foregoing accounts without carrying out an audit from the books and records maintained by the Treasurer and from information and explanations supplied by him.

34 North Street
Bridgwater

11th January 2021

Michael J. Dodden & Co.
Chartered Certified Accountants

We approve this account, and confirm that we have made available all relevant records and information for its preparation.

Signed:

Date:

Signed:

Date: