

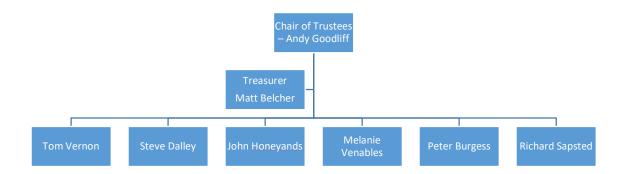
Trustee Report

1 April 2019 - 31 March 2020

Southend Foodbank helps individuals and families in crisis by providing free emergency food to people in crisis. Our vision is to ease poverty and hunger in Southend and Rochford.

Southend Foodbank is made up of a board of seven trustees, two part-time members of staff – a project manager and an administrator -- transport, warehouse and distribution centre volunteers.

Our Trustees:



Board of Trustees from April 2019 – March 2020

Subcommittees:

We have five sub-committees to which each of the trustees are part of.

- Finance/Fundraising
- Trustee: Melanie Venables sub-committee split to include a smaller purely Finance section
- Finance Team: Trustee Melanie, Project Manager Natasha Copus, Treasurer Matt Belcher,
- Fundraising team: as above plus co-ordinator Sarah Godfrey
- Compliance
- Trustee: none assigned
- Team: Project Manager Natasha Copus, Administrator Cass Francis
- Mission
- Trustees: Andy Goodliff, Tom Vernon, John Honeyands and Peter Burgess
- Team: Project Manager Natasha Copus

- Operational Management
- Trustees: Steve Dalley and Richard Sapsted
- Team: Project Manager Natasha Copus, Administrator Cass Francis, Voucher Co-ordinator Laurie Ward, all DC Co-ordinators, Warehouse co-ordinators - Simon Carter, Fundraising co-ordinator Sarah Godfrey and Logistics co-ordinator Keith Baxter
- Communications
- Trustees: Andy Goodliff, Tom Vernon
- Team: Project Manager Natasha Copus, Fundraiser/Newsletter Sarah Godfrey, Administrator Cass Francis and volunteer, Lee Pankhurst

Finance and fundraising: Ensuring the foodbank has enough funds to provide the service **Missions**: Inviting guests to become part of the church community by inviting them to church events and services

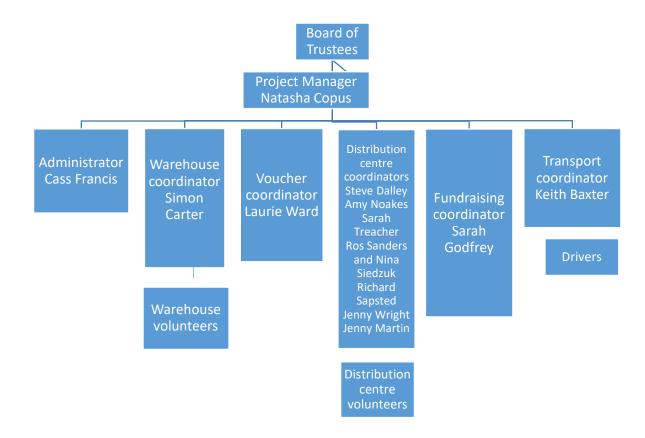
Operational management: Working with the various streams of warehouse, distribution centre, volunteers, voucher co-ordination and transport to ensure that the Foodbank is working efficiently and that our resources are used effectively

Compliance: Ensuring that we have the correct policies and guidelines and that we are complying with Trussell Trust guidance on running the foodbank

Communications: Ensuring that we are communicating well with volunteers, the public, donors, churches and schools. We also create campaigns to ensure that stock levels meet the demand.

Foodbank organisational structure

The project manager reports to the Chair of Trustees and reports to the board quarterly on the workings of the foodbank, based on four aspects of the foodbank: Compliance, Communications, Line management and development.



Operational structure 1

All our co-ordinators are volunteers and we would not be able to operate without them and without the more than 100 volunteers that make sure that all the food we receive are marked, sorted, and packed according to picklists into boxes, and for those boxes to be taken to the distribution centres and then given out to guests.



Food journey 1

How our guests come to the Foodbank

We work with over 120 local referral agencies who undertake an assessment of the person's situation and issue them with a voucher for three days of emergency food, which they can redeem at one of our seven distribution centres.

The relationship between our referral agency and the foodbank is an important one, as they are on the frontline of meeting and counselling the guests. We have a policy of allowing 3 vouchers in 6 months, so that we know that our guests are getting the help that they need. This is managed by our vouchers co-ordinator, Laurie Ward, who monitors this and communicates regularly with the referral agencies.

We make sure that guests are welcomed and offered refreshments. Food is packed by our volunteers into shopping bags and given to our guests based on the size of their households. We also have a 'take at your own risk' table where guests can help themselves to toiletries and sometimes fresh food that has been donated by supermarkets. There is a distribution centre, all run by volunteers, open every day apart from Sunday. We can't offer counselling, but our aim is to signpost people to agencies who can help them. Issues that guests present can be as varied as illness, benefit delays or changes, bereavement, debt issues and low income. We aim to provide a non-judgemental place where people can be helped. The largest group of people we help, are single people aged 25-64 years (34%) and single parents (24%) with children aged 5-11 years old.

At Southend Foodbank we offer our guests the chance to tell us what brought them to our doors; everyone has a different story. Some of their comments are below:

I came to Southend Foodbank today because....

'This month I have struggled more due to change of income and a new school start.'

'I'm a single mum on benefits and sometimes I need a bit of help.'

'Impossible to budget my 4 weeks Universal Credit money over 5 weeks.'

'A sudden crisis due to family illness.'

'I have no extra money to buy groceries.'

'My wife left her bag on the bus with her purse/money in it.'

'We were recently made homeless.'

'I lost my job 3 weeks ago.'

Referral agency feedback:

Milton Hall Primary school have been fortunate enough to be able to refer many families in need to the Southend Food Bank. The school is situated in an area of high deprivation and many of our families are living in poverty. Some families are able to cope better than others and some are even too proud to accept help until it really is the last resort. Theorists have established that if the most basic level of needs, physiological needs, such as food and shelter are not met people will not thrive; therefore ensuring that families with children have food is beyond vital. For me, the most touching of families I refer to the Food Bank are those where the parents have no recourse to public funds and are unable to receive benefits from the state - the Food Bank's support gives them hope in human kindness. Thank you.

Laura Blackaby Family Support Worker Milton Hall Primary School

The food bank is an essential resource for our clients, and we give out hundreds of vouchers a year. Without this resource client could well face starvation, we often see that debts and benefit issues goes hand in hand with needing a food voucher by being one of the charities that distributes them we get to try and deal with the bigger issues that are causing the crisis. We have seen many

families come in that are unable to feed their children providing this lifeline to families is vital. Citizens advice can help people in many ways but sometimes people need encouragement to come in, having the food vouchers there gives us an opportunity to interact and try to help.

Ms Riz Awan

Chief Executive Officer & Advice Service ManagerNotable events:

- 1. Asda collection June 2019
- 2. Waitrose collection July 2019
- 3. Harvest September 2019
- 4. Squeeze concert at the Cliffs Pavilion fundraising October 2019
- 5. 3-day Tesco collection November 2019
- 6. Foresters Christmas hamper bag pack December 2019
- 7. Our first action day March 2020

Cliffs Pavilion fundraising

Squeeze invited us to raise funds at their concert at the Cliffs Pavilion



Community donations

We wouldn't be able to continue without the donations of the community. These are a few photos of some of the people who have donated to us. We have collections at local supermarkets and work with schools and churches who organise collections for us.









Volunteers collecting food at Asda in Shoeburyness – June 2019



Harvest collection at West Leigh Baptist – September 2019



Schools donating food at our warehouse

Southend Foodbank Action Day

On March 7th 2020, we held our first action day. This was open to the public and we wanted to showcase the different ways that people could support us – by volunteering, donating, engaging with their MPs and councillors to bring out lasting change.

The event was well attended by supporters, prospective volunteers, local councillors and a representative from Trussell Trust.



Holiday Club

The Fit and Fed holiday lunch club began in 2018 proving lunches and physical activities for vulnerable families. While the running of the lunch club has been handed over to the church and school, we continue to support by providing ingredients for cooking and extra food parcels. This is good way we work with a local school, a local church and the local council in partnership to support families vulnerable to food poverty.

Holiday club feedback:

The Holiday club is run between Southend Fit and Fed, Southend Foodbank, Belle Vue Baptist Church and Hamstel Infant School and Nursery. This club supports some of the vulnerable families that attend Hamstel. These families do not have access to a garden and it is not always easy for them to go to local parks with many children. The club is run during holiday times and is fun sporting activities, craft activities and a hot meal. The families that have attended have said it has been invaluable as it has meant that they can have some fun and a meal. This initiative means that families can be supported during school holidays when their children are not receiving school lunches.

I feel the Holiday Club is very beneficial, the parents and children all love it, as do all the adults that volunteer for it.

Andrea Esp Assistant Headteacher Hamstel Infant School and Nursery

Volunteer feedback:

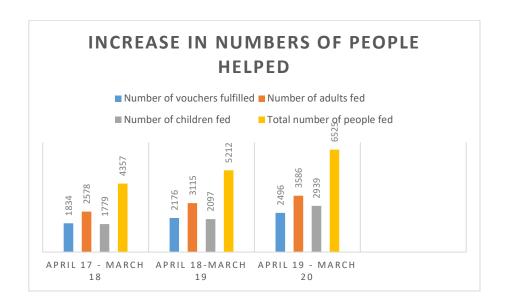
Having both retired we wanted to engage in a voluntary cause and were surprised to learn of the amount of people relying on a foodbank in the Southend area, we therefore joined volunteers at the Trussell Trust Foodbank in Southend and are now in our 6th year. Unfortunately the Foodbank has grown far busier than we could have imagined and we believe is something that should not be necessary in 2020!

We have made like-minded friends and feel a lot of satisfaction from helping those in need.

Val and Peter Collins Warehouse volunteers

Number of people helped

During the period of April 2019 to the end of March 2020, 2496 vouchers were redeemed across our Distribution Centres, these represented 3-days' worth of food for 6525 people. This is a 25% increase to the previous year, which saw 2176 vouchers redeemed and 5212 people provided with 3-days' worth of food. The biggest reason people list for coming to us is low income, the second being benefit delays. Whereas last year, benefit changes were the second biggest reason. We believe this change is due to the roll out of Universal Credit in Southend.

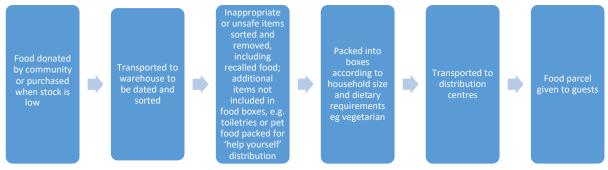


Food collections

Food was provided from across a range of groups and organisations: churches, schools, supermarket permanent collection points, local businesses all chose to support the work of the Foodbank with donations.

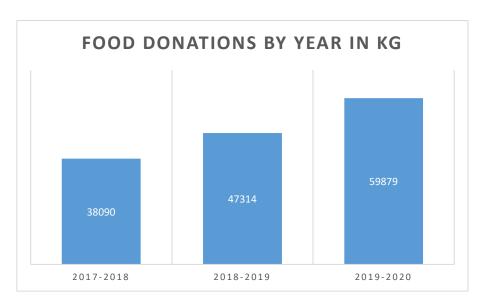
During the year this included one three-day collection and a one-day collection at our large Tesco Supermarket on Prince Avenue, as part of the national partnership between the Trussell Trust and Tesco.

This local support from across the community has ensured that we can continue to help those in an emergency or crisis situation. 62 tons of food were donated during the financial year.



Food donations

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Weekly donations	24546	23611.9	30139.8	37080	44925.5
Supermarket collections	2405	4483.9	3725.4	5681	5405.9
Harvest collections	5099.4	5164	5137.2	4550.5	5429.4
Christmas				87.8	6046.8
Total	32050.5	33259.8	39002.4	47399.5	62596.9



59879.52 kg of food was distributed. This is an increase of 26% on the previous year (47314.1). 27380.6kg of that food was distributed via our busiest Distribution Centre at Belle Vue Baptist Church (it is open twice a week and is located near to the most deprived parts of the town). It is also noteworthy that we recycle all our cardboard boxes and packages.

Warehouse report

Throughout the year the Warehouse saw a steady increase in the demand for boxes to meet voucher demand along with a sustained increase in donations particularly around Harvest Festival and Christmas that began to put considerable strain on the current warehouse facilities. To manage this and to avoid overcrowding the warehouse for donation management opened increasingly on Wednesday and Fridays and looked to take on additional space within Friendship House.

The Warehouse Team continually looked at ways to improve their work through changes and training and began to achieve this through the development of dedicated teams and responsibilities.

As the year ended and the country entered a nationwide lockdown the Warehouse was able to continue to operate as designated key workers. The Warehouse quickly adopted the COVID-19 regulations and maintained strict adherence. In the early days we lost a number of long term volunteers who were required to self isolate. With limited space we ran on skeleton volunteer numbers. The warehouse undertook early work on stock management and prepared reduced pick lists in the event demand outstripped supplies.

Fortunately, due to the generosity of our community and the donations for supermarkets, we were able to resume our normal picklists and add extras to our food parcels.

The Coronavirus pandemic

In February 2020, news of the coronavirus surfaced in the UK. In March, we implemented new cleaning practices in the warehouse and changed the way that we helped guests at our Distribution centres.

We made the decision to shut down Ferndale Distribution Centre temporarily while focussing on the busier DCs. Belle Vue DC went down to a longer single session a week rather than opening twice a week.

We also had to move from Kings Road URC venue to St Saviours Church for our Westcliff Distribution Centre.

We operated with bubbles in the warehouse and DCs and limited the number of people allowed during a session. In line with government guidelines, those volunteers who were shielding, stepped down. We were fortunate that their spaces were soon filled and we have continued to operate.

Conclusion

We can only operate because of two facts: first, the amazing support from our local community in food donations, to which we remain grateful and second, the commitment of a tremendous set of volunteers who in variously collect, pack, sort, date, parcel, welcome, give, listen, pray, and signpost. As long as people find themselves in need of food, we plan to be there ready to help.



Charitable Incorporated Organisation Registered Charity in England & Wales (no. 1163160)

Financial accounts

for the year

1st May 2019

30th April 2020

EXECUTIVE SUMMARY

Receipts

Income was £56,637 higher than the previous year — at £86,844. Grants made up 46% of total income, amounting to £39,686. Of this amount, Essex Community Fund (£11,500), Martin Lewis Coronavirus Emergency Fund (£8,000) and WM Morrison Foundation (£5,500) were the largest donors. General donations also increased — by £27,241 (216%) to £39,831.

Payments

Expenditure also increased against the previous year — by £7,957 (30%) to £34,727. The main areas of increase were in Rent (from leasing a larger space to accommodate an increased size of operations) and the Fabric and Equipment (from fitting-out this larger space with shelving etc.). Increases to expenditure in these two areas accounted for 82% of the overall increase in payments. Salaries and wages accounted for 55% of expenditure.

Funds

Several of the grants received this year have been for specific purposes; each of these has been allocated to a restricted fund. Below is a breakdown of the balance at year end by fund:

Restricted funds	£
Project manager salary fund	10,555
Kitchenette fund	610
Clothing fund	277
Shed fund	5,500
<u>Unrestricted funds</u>	£
Reserves	25,000
General fund	30,237

Within the unrestricted fund, an amount of £25,000 is held in reserve, in accordance with the Reserve Policy.

Matthew Belcher, FIA Treasurer

SOUTHEND FOODBANK CIO FINANCIAL STATEMENT FOR THE YEAR ENDED 30 APRIL 2020 £s

Details Current

Long-term loans

B5 Liabilities

Section A Receipts and pay	ments				
	Unrestricted funds	Restricted funds	Total funds	Last year	
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	
A1 Receipts					
Grants	20,908	18,778	39,686	17,313	
Donations	39,831	-	39,831	12,590	
Supermarket top-up	7,224	-	7,224	3,105	
Gift Aid	-	-	-	200	
Other income	104	-	104	-	
Sub total (Gross income for AR)	68,066	18,778	86,844	33,207	
Total receipts	68,066	18,778	86,844	33,207	
A3 Payments					
Salaries & Wages	18,182	945	19,127	19,140	
Fabric & Equipment	4,094	891	4,984	892	
Food	1,663	-	1,663	1,229	
Mobile Phones	360	-	360	316	
Stationery	392	-	392	316	
Administration & Fees	1,006	-	1,006	934	
nsurance	638	-	638	601	
Rent & Utility Payments	4,800	-	4,800	2,400	
Training	-	-	-	435	
Publicity & Fundraising	997	-	997	-	
Misc Other	761	-	761	507	
Sub total	32,891	1,836	34,727	26,770	
Total payments	32,891	1,836	34,727	26,770	
Net of receipts/(payments)	35,175	16,942	52,117	6,438	
A5 Transfers between funds	_	_		_	
A6 Cash funds last year end	20,062	_	20,062	13,624	
Cash funds this year end	55,237	16,942	72,179	20,062	
Section B Statement of asse	ets and liabilit	ies at the end	of the period		
Categories	Details		Unrestricted funds	Restricted funds	Total fu
			to nearest £	to nearest £	to neares
31 Cash funds	Lloyds Treasurer's Ac	count	51,097	16,984	•
	Paypal Cash in hand		3,869	- 42	
		Total cash funds	55,237	16,942	7:
	Details		Fund to which liability relates	Amount due (optional)	
P. Liabilities	Current			· · · · · · ·	

NOTES TO THE ACCOUNTS

Date:

1.	Basis of accounts: these accounts have been prepared on a 'receipts and payments' basis and accord with Sections 132-166, Charities Act (CA 2011) for an E&W CIO/			
2.	Approval of accounts : these accounts meet the threshold at which an independent examination s required in addition to approval by the Trustees.			
3.	Guarantees and disclosures: the trustees confirm, in accordance with Charitable Incorporated Organisation (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.			
The financial statement relating to the year ending 30 April 2020 are as approved by the Trustees.				
Date:	Signed: (Chair)			

(Treasurer)

Signed:



Registered Charity in England & Wales (no. 1163160) Charitable Incorporated Organisation

Financial accounts

for the year

1st May 2019

30th April 2020

FINANCIAL STATEMENT FOR THE YEAR ENDED 30 APRIL 2020 SOUTHEND FOODBANK CIO

EXECUTIVE SUMMARY

Receipts

Income was £56,637 higher than the previous year — at £86,844. Grants made up 46% of total income, amounting to £39,686. Of this amount, Essex Community Fund (£11,500), Martin Lewis Coronavirus Emergency Fund (£8,000) and WM Morrison Foundation (£5,500) were the largest donors. General donations also increased — by £27,241 (216%) to £39,831.

Payments

in these two areas accounted for 82% of the overall increase in payments. Salaries and wages accounted the Fabric and Equipment (from fitting-out this larger space with shelving etc.). Increases to expenditure increase were in Rent (from leasing a larger space to accommodate an increased size of operations) and Expenditure also increased against the previous year — by £7,957 (30%) to £34,727. The main areas of for 55% of expenditure.

Funds

Matthew Belcher, FIA Treasurer

SOUTHEND FOODBANK CIO FINANCIAL STATEMENT FOR THE YEAR ENDED 30 APRIL 2020

Section A Receipts and payments	/ments				
	Unrestricted funds	Restricted funds	Total funds	Lastyear	
A1 Receipts	to the nearest £	to the nearest £	to the nearest £	to the nearest £	
Grants Donations	20,908	18,778	39,686	17,313	
Supermarket top-up	7,224	•	7,224	3,105	
Girt Ald Other income	104		. 104	200	
Sub total (Gross income for AR)	89	18,778	86,844	33,207	
Total receipts	68,066	18,778	86,844	33,207	
A3 Payments					
Salaries & Wages	18,182	945	19.127	19.140	
Fabric & Equipment	4,094	891	4,984	892	
Food	1,663	•	1,663	1,229	
Mobile Phones	360	•	360	316	
Administration & Fees	392	•	392	316	
Insurance	1,000		1,006	934	
Rent & Utility Payments	4,800	•	4.800	2.400	
Training		•		435	
Publicity & Fundraising	997		266	•	
Misc Other	761	•	761	507	
Sub total	32,891	1,836	34,727	26,770	
Total payments	32,891	1,836	34,727	26,770	
Not of proping and and					
As Transfers between funds	35,175	16,942	52,117	6,438	
A6 Cash funds last year end	20.062		. 00 00	12 624	
Cash funds this year end		16.942	72 179	20,05	
Section B Statement of assets and liabilities at the end of the period	ets and liabiliti	es at the end	of the period		
			Unrestricted	Bestricted funds	Total funda
Categories	Details		funds	Spin paralleau	oral railds
			to nearest £	to nearest £	to nearest £
B1 Cash funds	Lioyds Treasurer's Account	onnt	51,097	16,984	68,081
	Paypal		3,869	- 42	3,827
	Cash in hand		172		271
	1	Total cash funds	55,237	16,942	72,179
		•			
	Details		Fund to which liability relates	Amount due (optional)	
	Callelli			•	
	Long-term loans				

NOTES TO THE ACCOUNTS

- Basis of accounts: these accounts have been prepared on a 'receipts and payments' basis and accord with Sections 132-166, Charities Act (CA 2011) for an E&W CIO/ ij
- Approval of accounts: these accounts meet the threshold at which an independent examination is required in addition to approval by the Trustees. 7
- Guarantees and disclosures: the trustees confirm, in accordance with Charitable Incorporated Organisation (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO. 3

The financial statement relating to the year ending 30 April 2020 are as approved by the Trustees.

(Chair

(Treasurer)

04/02/2021 Date:

Signed:

MATTHEW BELCHER



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

	trustees/	
416.0	the	of
-	9	S
1	この	pe
	<u>6</u>	en
	₹	2

30 th On accounts for the year ended

Set out on pages

FOODBANK SOUTHERD

010

2020 APRIL

3 ف (if any) Charity no

0

ف

士

I report to the trustees on my examination of the accounts of the above

charity ("the Trust") for the year ended 30/04/250

Responsibilities and basis of report

accounts in accordance with the requirements of the Charities Act 2011 As the charity's trustees, you are responsible for the preparation of the ("the Act").

have followed all the applicable Directions given by the Charity Commission report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, under section 145(5)(b) of the Act.

> Independent examiner's statement

undertake the examination by being a qualified member of [insert name of The charity's gross income exceeded £250,000 and I am qualified to applicable listed body]]. Defete [1] if not applicable I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which gives me cause to believe that in, any material

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
 - the accounts did not accord with the accounting records; or
- (Accounts and Reports) Regulations 2008 other than any requirement concerning the form and content of accounts set out in the Charities that the accounts give a 'true and fair' view which is not a matter the accounts did not comply with the applicable requirements considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Please delete the words in the brackets if they do not apply.

20

2

40

Date:

Signed:

Name:

Pos MELLIZ

Relevant professional qualification(s) or body

このママ ACMA

9-4 25S CASS STANG ROAD SEA 2 Sources 101 (if any): Address:

E58X

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners). Disclosure Section B

Give here brief details of any items that the examiner wishes to disclose.