

# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		06	04	2021			05	04	2022

## Section A

## Reference and administration details

Charity name

Feltham Food Bank

Other names charity is known by

Registered charity number (if any) 1163930

Charity's principal address

102 Hounslow Road

Feltham

Postcode

TW14 0AX

### 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	Aisha Rahman	Chair		
2	Lorraine Calvert	Joint Secretary		
3	Madeleine Darvill	Joint Secretary		
4	John Calvert	Treasurer		
5	Sindy Thornley			
6	Faouzi Saffar			
7	Helen Reed			
8	Maeve Begley			
9	Omar Nazimi			
10	Jennie Mullins			
11	Nadeem Manzar		Appointed 15 <sup>th</sup> May 2021	
12	Nina Walsh		Appointed 15 <sup>th</sup> May 2021	
13				
14				
15				
16				
17				
18				
19				
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
Bank	Barclays	Leicester, LE87 2BB

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

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution (Adopted on 07/10/2015)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

**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.

Feltham Food Bank was founded in March 2013 and became a registered charity on 12<sup>th</sup> October 2015.

Feltham Food Bank is very proud that, throughout the Covid-19 pandemic, we continued to meet our aim of "relieving hardship" by working as part of the "Covid-19 Emergency Food Response" for the local area. This was in partnership with Feltham Salvation Army, Riverside Vineyard Storehouse, Christ Church Feltham, Reach Academy and others. Food support was provided to between 100 and 150 vulnerable local families every week from late March 2020 to July 2021.

19<sup>th</sup> July 2021 was the date that government regulations related to Covid-19 were significantly reduced and Feltham Food Bank returned to a more normal way of working.

Organisation in the year from 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022:

- Aisha Rahman was one of the founder members of Feltham Food Bank at its launch in March 2013. Aisha continues to be Chair of Trustees.
- Lorraine Calvert and Madeleine Darvill (Joint Secretaries) deal with the bulk of administrative tasks and various day to day practical tasks to maintain food supplies.
- John Calvert (Treasurer) deals with finances, some administrative tasks and day to day practical tasks to maintain food supplies.
- Nadeem Manzar has taken on a small number of administrative tasks and has organised a weekly Stock Checking rota.
- Faouzi Saffar is Feltham Food Bank's link to the Feltham HIRA Association (Charity No. 1146678) where he is also a Trustee. HIRA provide premises for Feltham Food Bank free of charge.

All the Trustees give their time voluntarily and receive no remuneration or other benefits.

## Section C

## Objectives and activities

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

The relief of financial hardship among people living or working in the London Borough of Hounslow or in local authority areas closely neighbouring the London Borough of Hounslow, by providing persons with food and household items which they could not otherwise afford through lack of means.

At Feltham Food Bank meetings, when planning activities for the year, we kept in mind the Charity Commissions guidance on public benefit.

The sole focus of Feltham Food Bank's activities is the provision of food, toiletries, baby and household supplies to individuals and families who have been referred as needing support. This benefits the people concerned by providing food and supplies for 4 to 5 days when they have very limited means or, in some cases, no means to purchase food. We welcome and support anyone who has been referred for assistance. Section D details the number of referrals received and people helped.

Feltham Food Bank has built up a fantastic reputation for being welcoming, caring and responsive. This positive feedback has come from both service users and professionals who make referrals. An extract from a recent comment sent by a Social Work Team in Hounslow Children's Services was: ***"Your hard work and dedication to the community is so appreciated."***

### 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)

Feltham Food Bank is fortunate to have received substantial donations of food and money throughout the Covid-19 pandemic. In a typical week, Feltham Food Bank received more than 50 supermarket "bags for life" full of food and more than £250 cash donations. This generous ongoing support has enabled Feltham Food Bank to provide large amounts of surplus food to our partners at Salvation Army and Vineyard Storehouse.

During the Covid-19 pandemic food parcels were delivered to the most vulnerable service users and others were collected when it was deemed safe to do so. The number of deliveries gradually reduced to a point where only one or two food parcels needed home delivery.

In November 2021 Feltham Food Bank started to see a dramatic increase in visits from asylum seeker families who had been placed at hotels in the local area. This led to an increase in demand of almost 50%. We were able to manage this on a short-term basis. After discussion with London Borough of Hounslow, Seema Malhotra MP and other food services in the local area, the Trustees of Feltham Food Bank decided that assistance would be given to those asylum seeker families placed in hotels where no food is provided. However, assistance with food would not be given to asylum seeker families in hotels that do provide food. In January, February and March 2022 support with food was provided to between 10 and 15 asylum seeker families each week.

Feltham Food Bank's constitution is clear that in relation to Trustees, volunteers and people receiving assistance we will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## 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.

Feltham Food Bank has 12 Trustees and about 30 volunteers. Most Trustees work as ordinary volunteers in addition to their Trustee role.

Trustees and volunteers are required to read and sign the following policies of Feltham Food Bank: Confidentiality and Code of Conduct; Safeguarding Statement. Also, they must have regard to Feltham Food Bank's Constitution and Safety Statement.

Feltham Food Bank aims to ensure that all Trustees and Volunteers have up to date DBS checks.

For Trustees and volunteers of Feltham Food Bank there is a great deal of work involved collecting donations of food, supplies and money. Our aim is to provide a good nutritional balance and to meet dietary needs (either health related e.g. gluten free or religious e.g. halal or kosher or ethical e.g. vegetarian or vegan). We provide women's sanitary products as required. Also, we provide age appropriate food, nappies and provisions for babies.

As a result of the excellent and ongoing donations of food and money that we received in the year 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022 the quality and quantity of the food we provide continued to increase and improve. All food parcels include: fresh fruit and/or vegetables, toilet rolls and clothes washing tablets. Also, when appropriate, we provide, baby food and nappies.

The contents of food parcels are discussed with each individual service user to help meet their needs and to minimise wastage of food.

Feltham Food Bank continues to work hard to be more environmentally sustainable in various ways, such as:

- An insulated storage shed that needs minimal background heating.
- Packing toilet rolls and clothes washing tablets in paper bags.
- Using biodegradable plastic, recycled plastic or paper carrier bags.
- Recycling paper, cardboard and plastic whenever possible.
- Sharing excess food with local agencies to further reduce waste.

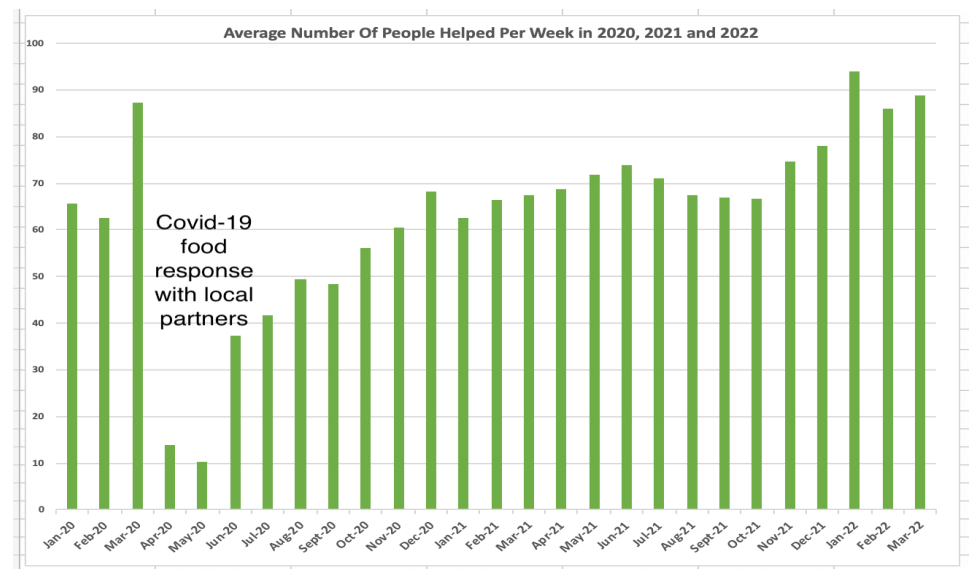
## Section D

## Achievements and performance

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

All recipients of support from Feltham Food Bank have been referred by a professional organisation (e.g. CAB, DWP, Children's Services, Adult Social Care, Mental Health Teams, Schools, NHS community staff and social housing providers). We are able to meet emergency requests for help. A referral entitles the individual or family to make 4 separate visits to the food bank to collect a food parcel.

The following chart shows the number of people helped per week for each month since January 2020.



In the year from 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022 we had 1,349 visits to the Food Bank providing food for 2,071 adults and 1,862 children. In addition, at Christmas 2021, we provided 40 families (71 adults and 78 children) with substantial Christmas Hampers.

**PLEASE NOTE:** the chart and these figures do not include the very large number of local families that were helped by Feltham Food Bank's involvement in the local "Covid-19 Emergency Food Response".

Over the last 9 years Feltham Food Bank has built up a large network of support. Some examples are:

- Many local schools do a food collection at least once a year.
- Local businesses, from large companies like Royal Mail and Sutton Winson Ltd to small companies regularly donate food and money.
- A local church has collected food for 9 years.
- Feltham Food Bank also has permanent food collection boxes at local Tesco and Asda stores.

An example of help we have provided is a father and adult daughter referred for help. The daughter was the survivor of serious domestic abuse and she had moved back to live with her father. In addition, she had acute and life-threatening physical health problems. One of our volunteers spent a lot of time patiently talking to the family. As a result, they were provided with additional items of food that they liked and would enjoy. Both father and daughter gave very positive feedback about the support they received. Sadly, the daughter died, but food support continued to be provided to the father for a period of some weeks.

## Section E

## Financial review

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

In the year from 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022 Feltham Food Bank had a surplus of £3,715.  
As a result, Feltham Food Bank's cash assets increased from £27,180 on 5<sup>th</sup> April 2021 to £30,895 on 5<sup>th</sup> April 2022.  
At 5<sup>th</sup> April 2022 Feltham Food Bank held funds in the bank of £30,858 (£10,847 in current account and £20,011 in savings account) plus £37 petty cash totalling £30,895, all of which is unrestricted funds.  
An independent examination of the Feltham Food Bank accounts has been done by Mike Foston. He had "no concerns" about the accounts.

### Details of any funds materially in deficit

Not applicable.

### 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.

In addition to the very substantial donations of food, toiletries, baby and household supplies detailed above, **Feltham Food Bank received:**  
£13,825 – routine donations from local residents and businesses;  
£2,500 – from local businesses;  
£6,360 – in grants from London Borough of Hounslow;  
£2,410 – additional Covid-19 donations from residents and businesses.  
**Feltham Food Bank spent:**  
£9,412 – topping up food, toiletries, baby and household supplies;  
£3,531 – food and treats for Christmas Hampers;  
£1,860 – extra food and supplies due to the Covid-19 pandemic;  
£6,884 – extra food and supplies, related to the grants from London Borough of Hounslow.  
£538 – essential items to ensure safe working during the Covid-19 pandemic, see Supplementary to Accounts for details.

## Section F

## Other optional information

In addition to our Constitution, Feltham Food Bank has the following policies in place: Confidentiality and Code of Conduct; Safeguarding Statement; Safety Statement (updated in May 2020).  
The Accounts, Supplementary to the Accounts and this Annual Report have been, as best as possible, prepared in accordance with:

- Feltham Food Bank's Constitution;
- Accounting and Reporting by Charities: Statement of Recommended Practice;
- The Charities Act 2011;
- UK Generally Accepted Practice.

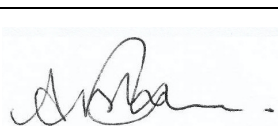
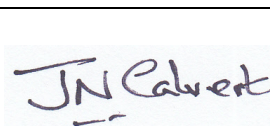
Insofar as they apply.

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

Signature(s)

Full name(s)

Aisha Rahman

John Calvert

Position (eg Secretary, Chair, etc)


Chair of Trustees

Treasurer


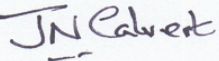
Date

28<sup>th</sup> May 2022



	A	B	C	D	E	F	G	H	I	J
1	 <b>CHARITY COMMISSION</b> FOR ENGLAND AND WALES	<b>Charity Name</b>						<b>No (if any)</b>		<b>CC16a</b>
2		Feltham Food Bank						1163930		
3		<b>Receipts and payments accounts</b>								
4		<b>For the period from</b>		<b>Period start date</b>		<b>To</b>		<b>Period end date</b>		
5		6th April 2021				5th April 2022				
6										
7	<b>Section A Receipts and payments</b>									
8		<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Last year</b>				
9		to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £				
10	<b>A1 Receipts</b>									
11	Donations for food & household supplies	13,825	-	-	13,825	6,293				
12	Business donations	2,500	-	-	2,500	2,380				
13	Grants	6,360	-	-	6,360	3,375				
14	Donations for Covid-19 emergency	2,410	-	-	2,410	23,938				
15	Miscellaneous	2	-	-	2	5				
16	HMRC Gift Aid	3,190	-	-	3,190	-				
17										
18	<b>Sub total (Gross income for AR)</b>	28,287	-	-	28,287	35,991				
19										
20	<b>A2 Asset and investment sales, (see table).</b>									
21		-	-	-	-	-				
22	<b>Sub total</b>	-	-	-	-	-				
23										
24	<b>Total receipts</b>	28,287	-	-	28,287	35,991				
25										
26	<b>A3 Payments</b>									
27	Food & household supplies	9,412	-	-	9,412	5,281				
28	Stationery & printing	399	-	-	399	128				
29	Insurance	165	-	-	165	165				
30	Storage & safety	1,135	-	-	1,135	572				
31	Mobile phones & communications	564	-	-	564	339				
32	Christmas hampers	3,531	-	-	3,531	3,613				
33	Miscellaneous	-	-	-	-	40				
34	Covid-19 (food & supplies)	1,860	-	-	1,860	8,926				
35	Covid-19 (PPE, bags, sanitiser, etc)	538	-	-	538	2,371				
36	Covid-19 LB of Hounslow (food & supplies)	6,884			6,884	833				
37	DBS checks (Voluntary Action Harrow)	84			84	439				
38										
39										
40	<b>Sub total</b>	24,572	-	-	24,572	22,707				
41										
42	<b>A4 Asset and investment purchases, (see table)</b>									
43		-	-	-	-	-				
44	<b>Sub total</b>	-	-	-	-	-				
45										
46	<b>Total payments</b>	24,572	-	-	24,572	22,707				
47										
48	<b>Net of receipts/(payments)</b>	3,715	-	-	3,715	13,284				
49	<b>A5 Transfers between funds</b>	-	-	-	-	-				
50	<b>A6 Cash funds last year end</b>	27,180	-	-	27,180	13,896				
51	<b>Cash funds this year end</b>	30,895	-	-	30,895	27,180				
52										

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	10,847	-	-
	Savings account	20,011	-	-
	Petty cash	37	-	-
	<b>Total cash funds</b>		<b>30,895</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Aisha Rahman	28th May 2022	
		John Calvert	28th May 2022	



**Feltham Food Bank (Charity Number 1163930)**

**For the Period 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022**

**Statement of assets and liabilities at the end of the 2021 – 2022 financial year**

- Cash Assets      £30,895
- Liabilities      £0



**Supplementary notes to receipt and payment accounts**

**A1 Donations:** All cash donations for food and household supplies came from local residents, businesses and community organisations.

**A1 Grants:** Three grants from London Borough of Hounslow. Total received £6,360 to help purchase food and household supplies. These grants were: 1) Covid-19 Fund - £1980, 2) Household Support Fund - £3,380, 3) Neighbourhood Grant - £1,000.

**A1 Miscellaneous:** £2 interest received on Barclays Bank savings account.

**A1 HMRC Gift Aid:** £3,190 received from HMRC – total for 2018-19 and 2019-20 tax years.

**A3 Food & household supplies:** Funds are used to purchase additional food, toiletries and other household supplies. Feltham Food Bank aims for a good nutritional balance in our food parcels. Cash donations received are also used to purchase good quality fresh fruit and vegetables that are added to every food parcel. In addition, it is sometimes necessary to purchase food to meet special dietary needs and to provide items such as baby food, baby nappies and feminine hygiene products.

**A1 and A3 Covid-19 crisis:** the Covid-19 pandemic continued at the beginning of this financial year. Feltham Food Bank decided that income and expenditure relating to Covid-19 ceased on 19<sup>th</sup> July 2021 when government regulations were significantly reduced. In the period from 6<sup>th</sup> April to 19<sup>th</sup> July Feltham Food Bank received donations, related to Covid-19, from local residents totalling £2,410.

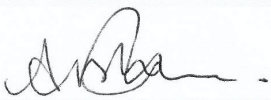
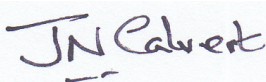
£1,860 was used to purchase additional food supplies to meet increased demand and £538 was used for additional costs related to the Covid-19 pandemic. Including: PPE, sanitiser, carrier bags and mobile costs.

**A3 Mobile phones & communications:** Call charges for Feltham Food Bank mobiles (07448831297 & 07783368928). Also Includes a subscription to Zoom (£14.39 per month).

**Net of Receipts/(Payments):** In the period from 6<sup>th</sup> April 2021 to 5<sup>th</sup> April 2022, Feltham Food Bank had a surplus of £3,715.

**Independent examination:** An independent examination of the Feltham Food Bank accounts has been done by Mike Foston. He had “no concerns” about the accounts.

**Signed on behalf of the charity's Trustees:**

Signatures		
Full Names	<b>Aisha Rahman</b>	<b>John Calvert</b>
Positions	<b>Chair of Trustees</b>	<b>Treasurer</b>
Date	<b>28<sup>th</sup> May 2022</b>	<b>28<sup>th</sup> May 2022</b>

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Feltham Food Bank

On accounts for the year  
ended

5<sup>th</sup> April 2022

Charity no  
(if any)

1163930

Set out on pages

1 and 2 of Annual Accounts 2021 – 2022 (Excel spreadsheet) and in the  
Supplementary Notes 2021 – 2022.

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended **05/04/2022**.

Responsibilities and  
basis of report

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

I 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, I  
have followed all the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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  
respect:

- 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
- the accounts did not comply with the applicable requirements  
concerning the form and content of accounts set out in the Charities  
(Accounts and Reports) Regulations 2008 other than any requirement  
that the accounts give a 'true and fair' view which is not a matter  
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.

Signed:



Date:

6th May 22

Name:

Mike Foston

Relevant professional  
qualification(s) or body  
(if any):

—

Address: 34 Cranleigh Road

Feltham

TW13 4QD

Section B

Disclosure

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

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

None. 