



KEYNSHAM FOODBANK ANNUAL REPORT AND STATEMENT OF ACCOUNTS FOR THE YEAR ENDING MARCH 31st 2022



Registered Charity in England & Wales Number 1159856

Charitable Incorporate Organisation, CE002589 (2015)

Registered with the ICO, ZA095039.

Keynsham Foodbank Annual Report for 1st April 2021 to 31st March 2022

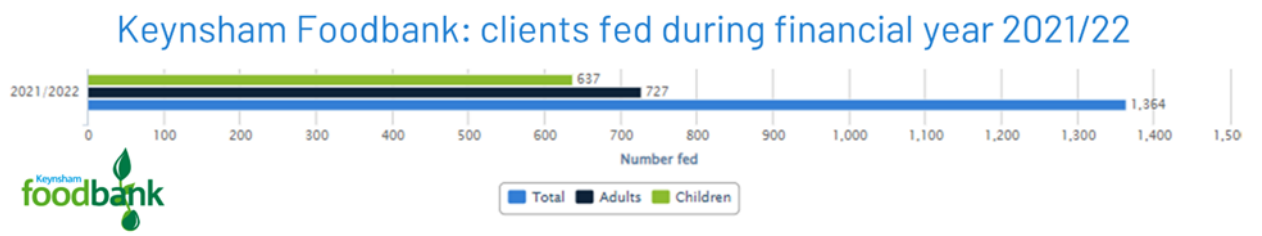
Background

Keynsham Foodbank was established in September 2013 under the Trussell Trust Food Bank Network banner (Trussell Trust Franchise Agreement and Data Sharing Agreement are in place). The food bank covers and serves the needs of those in food crisis in Keynsham, Saltford, some nearby villages, the Chew Valley and a small part of neighbouring South Gloucestershire.

The Keynsham Foodbank is entirely run by volunteers, there are no employed/ paid staff.

A year in numbers

- 1,364 emergency food parcels were provided to local people who couldn't afford the essentials between April 2021 and March 2022 - 637 of these went to children.
 - This number of parcels is a 6% increase on 2019-20.



- Stock received 17,735 Kg (2021 calendar year)
- Stock distributed 18,773 Kg (2021 calendar year)

Operational Practices

Now, after the first two years of the pandemic, society is re-opening, with changes.

Clients & Distribution Centers

- April 2021: we continued to operate “delivery only”, in-line with other food banks. Food continued to be delivered from our Marksbury warehouse to the Key Centre (only), and prepared for collection and delivery by local charity Keynsham & District Dial a Ride, or by individual volunteers to the clients.
- July 2021: St Mary's re opened to clients collecting from the door. This approach successfully enabled clients to safely see and talk to volunteers, without putting anyone in a vulnerable position.
- September 2021: St Francis re-opened for “collect at our door”.
- October 2021: Key Centre re-opened for “collect at our door”.
- End of March 2022: all 3 distribution centers are open for collection. We advise teams to wear a mask, use hand sanitizer, keep doors and windows open where possible, and keep their distance. We are not currently offering “cups of tea and a chat” but our volunteers do continue to provide a listening ear and signposting suggestions. Voucher management: tablets are in use across all three centers.

Warehouse, Marksbury 1,300 sq ft

- Throughout the year very generous donations have ensured stock levels have exceeded the requirements of our distribution centers. To try to minimize over-stock, the “wish list” of donated items we would most appreciate, that we share on social media and in-store, were suspended from December to March 2022. Excess and short-dated stock has been donated to other local food banks and organisations whose objectives align with ours.
- Volunteer shifts have been run on a Monday, and latterly a second shift has been set up on alternate Thursdays to help spread the workload.

Transport: volunteer drivers and leased van

- February 2021: van lease commenced, 5-year term
- April 2021: drivers collected from Tesco and Waitrose twice a week, and delivered donations to the warehouse. Deliveries of stock were made to the Key Centre once a week
- July 2021 collection schedule from Waitrose and Tesco reduced to one day a week; several drivers stepped back from volunteering.
- September 2021: two supermarket collection runs were reinstated. Re-opening of St Francis and Key Centre to clients was supported by stock deliveries on a Monday and Thursday, with Saltford stock orders prepared for collection.
- Work has been undertaken by the Project Manager to explore options around our van lease contract – a figure has been provided to cease the contract early. Conversations with Bath Foodbank have explored receiving their diesel van as a free of charge gift, when their (chargeable) Clean Air Zone exemption expires – this exemption continues to be extended, so no firm dates are yet in place.

Project Management & Admin

- June 2021: the charity's administrative contact details were updated (phone number, email and postal address).
- August 2021: Garry Wheadon was recruited to the volunteer role of Project Manager. Garry has led the re-shaping of the Operations Team, and review of processes and policies. We thank Garry for his considerable ongoing effort and focus, and are grateful for the professional experience he brings.
- September 2021: at request of NatWest bank, assigned a new bank account number, and new account type, to align with our CIO status. This created some inconvenience for direct debit donations.
- October 2021: Operations Team Committee Meetings in place, the final step in separating operational and Trustee activities.
- January 2022: New Administrator appointed; all volunteer info transferred to Assemble.
- March 2022: Review and update of all key induction, recruitment and policies.
- Operational Team meetings continue to take place by Zoom, and are minuted. They are now held every 2 months.

Team Changes - a year of transition for the charity

In Spring 2021, after discussions with the Trussell Trust and Trust Advice (a charity specializing in governance and legal advice for charities), and in line with the advice received on good governance, the Trustees agreed to separate the roles of Trustee and Project Manager. After discussion, Alan Hale stood aside as Chair of Trustees, and Gwen Edwards was elected.

We thank Alan Hale for his service to the charity. As founder, Chair of Trustees, Chair of Management Committee, Project Manager and Deputy Safeguarding Officer, Alan's commitment to the charity and its clients was colossal. As the charity grew, and particularly with the massive growth in clients, financial commitment and income experienced in 2020 and 2021 during the first stages of the pandemic, his multiple parallel roles created a huge workload. After stepping down as a Trustee in May, Alan continued as Project Manager until June 2021 when he stood down from the charity, along with a number of other members of the Management Committee (Operations). We thank them for their significant contribution to the work of the charity over many years, in supporting those in need in our community.

Trustee Team

January 2021 Trustees	Alan Hale (Chair of Trustees, Chair of Management Committee, Project Manager and Deputy Safeguarding Officer), June Brassington, Lesley Jones (Safeguarding Officer), Mike Knight (Treasurer), and new Trustees Gwen Edwards, Emma King and Steve Spiteri.
April 2021	Gwen Edwards (C), Alan Hale, June Brassington, Lesley Jones (SGO), Mike Knight (T), Steve Spiteri.
May 2021	Gwen Edwards (C), June Brassington, Lesley Jones (SGO), Mike Knight (T), Steve Spiteri.
June 2021	Gwen Edwards (Chair), June Brassington, Lesley Jones (SGO), Mike Knight (T).
November 2021	Mike advised of his intention to stand down as a Trustee and Treasurer, and that year-end (March/April 2022) would be a good target.
January 2022	After advertising the role, the Trustees appointed Shelley Beacham as a new Trustee and Treasurer. Shelley is a Chartered Certified Accountant, and has worked together with Mike to ensure a smooth transition of the Treasurer's responsibilities. Gwen Edwards (C), Shelley Beacham (incoming Treasurer), June Brassington, Lesley Jones (SGO), Mike Knight (outgoing Treasurer).
April 2022	Gwen Edwards (C), Shelley Beacham (Treasurer), June Brassington, Lesley Jones (SGO).

We thank Emma and Steve for their service as Trustees, and appreciate that other increased commitments meant that they could only undertake these roles for a short period.

The Trustees thank Mike for his considerable service to the charity, and accept his kind offer to remain as a volunteer.

Trustee team: looking ahead

We know there will be further changes in the Trustee Team,

- It is noted that Lesley's third term ends in July 2023, and in line with the Keynsham Foodbank Constitution (Charity Objects), she will need to step down at that time. (If she wishes, she can stand again for a fourth term as a Trustee after a one-year hiatus.)
- We are currently advertising and searching for additional Trustee candidates, especially with skills and experience in safeguarding / warehousing / transport. We are committed to continue to ensure Ops / Trustees remain separate functions. (We need a minimum of 3 Trustees.)

Trustee Meetings

Meetings continue to take place by Zoom, and are minuted. They are held quarterly, unless there is urgent business to address.

We are fortunate that local generosity has ensured we have always been able to meet the changing and unpredictable nature of the demand for the food we collect and share. As Trustees we reflect carefully on how we efficiently use the resources we have, trying to balance working efficiently as a volunteer team to help local people in food crisis, with not being wasteful with those precious resources. The relatively high cost of our large van and warehouse is something we return to in our conversations – carefully navigating appropriate expenditure is not easy, especially when a suitable warehouse is very hard to come by and expensive!

The charity remains financially viable thanks to the enormous generosity of the local community and local companies and businesses, together with a number of grants achieved by Treasurer Mike Knight. Ring-fenced cash has been set aside to cover our contracts for the warehouse unit lease and van lease, for the duration of their terms. We note that we need to consider the next contract period and grants in the year ahead.

Thank you

We give thanks to the local community for the generosity in their continued donations and support.

We thank and acknowledge the many private and business donations we have received. In particular, we take this opportunity to record our thanks to local businesses who donate and support our works, including,

- Keynsham branches of Waitrose, Tesco, and Co-Op, Saltford Tesco, Saltford Hall, Chew Magna Co-Op, Pensford Post Office and The Crown Inn Keynsham.
- The Post Master at Pensford and his generous customers.
- Warren's Fruit & Veg for donations of fresh produce.
- Pukka Herbs who donated 2 laptops to the charity, TC Group for the filing cabinet, and MGM Services for their secure shredding.

Thank you to Keynsham Town Council, who allowed us to use their office as our formal admin address.

We are grateful for the continued support shown to us by the local Churches, Keynsham & Saltford Churches Together and Church communities. Special thanks to St Mary's in Saltford, St Dunstan in Keynsham, St Francis in Keynsham, and Keynsham Methodist Church (Victoria, Key Centre).

Thanks to the *Trussell Trust* team and *Trust Advice*.

We are enormously grateful for the kindness and immense commitment of our volunteers, and the time, energy and thoughtfulness they continue to bring to the charity and its clients. A special note of thanks to our volunteer Project Manager, Garry.

Thank you.

Gwen

Chair of Trustees, Gwen Edwards
chairoftrustees@keynsham.foodbank.org.uk
16th July 2022

Run by volunteers, and kindness, helping local people in food crisis.

<https://keynsham.foodbank.org.uk/>

info@keynsham.foodbank.org.uk 07512 591734

Summary of the Financial Year 2021-22

The report below is a summary of the financial details for income and expenditure for the financial year, prepared by outgoing Treasurer and Trustee, Mike Knight.

- Income
 - 16 regular donors with standing orders providing a regular income of about £500 per month, most is gift aided, adding 25%.
 - 38% of our income came from individual donations, 27.5% came from local businesses and organisations.
 - Additional donations via Just Giving and CAF, plus top-up money from Tesco
 - Gift-aid from all our donations up to July 2021 mounted to £2,630.
 - Overall, income was 75% lower than the previous year (a large number of grants were applied for during the pandemic)
- Expenditure has increased by 24%: some unexpected legal fees, plus expenses arising from deliveries (a donation to Dial-A-Ride, hire of the Key Centre), and additional purchases of specific food items.
- Bank balance: decreased by £10,342 or 13.3% leaving a final balance of £67,313.43
- Next year: anticipate expenditure to be around £27,000, but note that inflation is rising.

Mike Knight, outgoing Treasurer and Trustee

17th April 2022

Keynsham Foodbank

Summary of Income for period 1st April 2021 – 31st March 2022

Donations and Grants

	2021-22	2020-21	2019-20
Tesco top-up (via Trussell Trust)	£1,818.88	£686.96	£2,575.58
Businesses & Organisations (19 in total)	£6,092.73	£20,647.95	£9,689.94
Individual donations (213 inc direct debits)	£8,463.25	£27,347.01	£4,728.27
Grants awarded (2 in total)	£1,000	£34,000.00	
Just Giving donations	£1,430.33		
CAF donations	£550.00		
Gift Aid	£2,630.75		
Donations vis PayPal	£6.25		
Miscellaneous	£132.87		
TOTAL INCOME	£22,125.06	£82,681.92	£16,993.79

Keynsham Foodbank

Summary of Expenditure from 1st April 2021 to 31st March 2022

Description of item	2021-22	2020-21	2019-20
Warehouse rental cost for Lok N Store	nil	£6,520.32	£1,614.65
Warehouse rental cost for Marksbury	£15,500.00	£10,333.36	nil
Non business rates for warehouse	£813.34	nil	nil
Other warehouse costs, removals & equipment	£391.96	£1,784.68	£537.69
Old van costs (until Jan 21)	nil	£533.83	£1,071.80
New van leasing costs (since Jan 21)	£4,721.87	£1,170.00	nil
Legal costs	£3,600	nil	nil
H&S inc personal protective equipment	£101.02	£1,859.52	nil
Volunteer's expenses	£1,616.94	£1,411.64	nil
Various insurances	£987.43	£908.55	£718.25
Office costs	£217.57	£494.98	£580.97
Room hire	£700.00	£162.90	£224.00
Extra food	£1,100.00	£878.82	£2,643.90
Dial-a Ride donation	£1,000.00	nil	nil
Independent audit	£960.00	nil	nil
Diesel for van	£207.00		
Gift aid	£262.15	nil	nil
Zoom calls and phone calls	£155.12	nil	nil
Miscellaneous items	£132.87	£133.03	£99.20
TOTAL	£32,467.27	£26,191.63	£8,945.79

Keynsham Foodbank Balance Sheet for 1st April 2021 to 31st March 2022

Balance in bank on 1/4/2021 £77,655.69 (A)

Income

Donations and Grants

£22,125.06

Expenditure

Warehouse costs

£15,500.00

Van costs

£4,721.81

Volunteer expenses

£1,616.94

Various insurances

£987.42

Legal costs

£3,600.00

Other expenses

£6,041.15

Income + Balance (A)

£99,780.75

Expenditure (B)

£32,467.32

Income minus Expenditure

£10,342.26

Balance in bank on 31/3/2022 (A – B) £67,313.43