



KEYNSHAM FOODBANK ANNUAL REPORT AND ACCOUNTS FOR THE YEAR TO MARCH 2023



Registered Charity in England & Wales Number 1159856

Charitable Incorporate Organisation, CE002589 (2015)

Registered with the ICO, ZA095039.

Keynsham Foodbank | www.keynshamfoodbank.org.uk

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

<https://keynsham.foodbank.org.uk/> info@keynsham.foodbank.org.uk 07512
591734

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Keynsham Foodbank Annual Report for The Year to 31 March 2023

Background

Keynsham Food bank 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 Food bank is entirely run by volunteers, there are no employed/ paid staff.

A year in numbers

- 1,369 emergency food parcels were provided to local people who couldn't afford the essentials between April 2021 and March 2022 - 533 of these went to children.
 - This number of parcels is less than a 1% increase on 2021-22 when we gave out 1,364 parcels.

Keynsham Food bank: clients fed during financial year 2022-23



- Stock received 16,447.52 Kg (2022 calendar year)
- Stock distributed 16,431.77 Kg (2022 calendar year)

Operational Practices

Clients & Distribution Centers

- April 2022: all 3 distribution centers are open for collection and have a full team of volunteers. We are thankful for our team leaders, for leading very efficient teams.
- Cups of tea and a chat are offered at our busiest centre at St Francis Church Hall, but not at the other two centres – Key Centre, Victoria Methodist Church and St Mary's Church Hall, Saltford. All our volunteers provide a listening ear and signposting suggestions.
- Tablets are used to receive e-vouchers from our clients and this means that clients can take their e-vouchers to any of our distribution centres
- This year we have partnered with employees from a local company Babcock to run a particular time limited project. The project was a challenge for the employees to look into the practicalities of increasing the availability of the distribution centres in Keynsham and Saltford in order to help our clients through the very difficult cost of living crisis. The Babcock team have been researching the various alternatives available such as evening and weekend opening to fit around our clients, many of whom are now back at work following the easing of the pandemic. The team has had a very positive impact on the volunteers at the Foodbank, and they are all

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now looking forward to the recommendations of the project into improving the take up of the Foodbank which will be made available in May 2023

- The other ongoing project this year is a partnership with Bath Foodbank (Genesis Trust) and Somer Foodbank to make available Citizen's Advice support for our clients, either online or in person at our distribution centres. The project is funded by The Trussell Trust and a SLA with Citizen's Advice Bureau is due to be signed in June 2023

Warehouse, Marksbury 1,300 sq ft

- Throughout the year we have continued to receive very generous donations from the local community and therefore our stock levels have on some occasions exceeded the requirements of our distribution centers. To try to minimize over-stock, the "wish list" of donated items we would most appreciate is shared on social media and in-store. Excess and short-dated stock have been donated to other local food banks and organisations whose objectives align with ours.
- The volunteer team, led by Rosemary Taylor has recently been increased to 7 . The warehouse opens on a Monday morning for about 3 hours in total.

Transport: volunteer drivers and leased van

- Donations are collected one day a week from Waitrose and Tesco, while ad-hoc collections are made when necessary to the Co-op in Queen's Road.
- Transport Team consists of 11 volunteers, led by Carol Strange and lately by Kathryn Hancock
- Work has been undertaken by the Project Manager to explore options around our van lease contract which expires in February 2026 – 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 but this has not been taken further as the Bath van was in poor condition.

Project Management & Admin

- January 2023: Garry Wheadon resigned from the Project Manager role to pursue other interests. We are very grateful for all the work that he carried out in getting processes and policies up together.
- We are currently advertising for a new Project Manager. (July 2023 we have appointed Jamie Rendell)
- It is appreciated however, how much time the Project Manager role can involve, so we are also advertising for an Admin Officer to share tasks particularly around recruitment processes and agencies (July 2023 we have appointed Liz Sands)
- In the absence of a Project Manager, Trustees Lesley Jones and June Brassington have overseen the operational teams. St Francis Distribution Centre team leaders, Jane Stockall, Sandra Spragg and Margaret Hobbs have led on two Operational Team meetings which have taken place since Garry left. Both were very positive meetings, held on Zoom and minuted.

Trustee Team Changes and Governance

Trustee Team

April 2022 Gwen Edwards (C), Shelley Beacham (Treasurer), June Brassington, Lesley Jones (SGO).

October 2022 Megan Gorman joined the Trustee Board

December 2022	Due to personal and work related issues, Gwen Edwards resigned as Chair and Trustee and Shelley Beacham resigned a week later citing work and personal issues.
January 2023	Retired Trustee Mike Knight very kindly stepped in to cover the Treasurer position while we advertised for a new Treasurer
January 2023	June Brassington and Lesley Jones became co-chairs
February 2023	Helen Stone and Hilary Horan were voted onto the board as trustees responsible for safeguarding issues. Mark Read was voted on to be the new Treasurer. Megan Gorman then stepped down due to work pressures
July 2023	James Coldwell, Marie Underhill and Chloe Dando appointed

We are so thankful for Gwen's service to the charity as Chair of Trustees. She was both influential and inspirational and has left the governance of the charity in good shape.

We also thank Shelley and Megan 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 agreeing to cover the role of Treasurer until a new treasurer was appointed.

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.)

Trustee Meetings

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

The charity remains financially viable thanks to the enormous generosity of the local community, and support from local companies and businesses. As Trustees, we are very careful on how we use the resources we have. Two of our greatest concerns are the high cost of our van and the long term location of our warehouse, the lease for that is due to end in June 2024 and other locations are difficult to come by. We will continue to review all opportunities.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

Benefit of the Public

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Reserves Policy

Our policy is that we should have three years annual expenses in reserve so that we can continue to provide for our clients in the event of a national or local financial crisis. In addition we are retaining £30k pending the expiry of the long term rental agreement on the van in January 2025.

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.
- Babcock International

Thank you to Keynsham Town Council, who allow 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).

Special thanks to the Trussell Trust for their help and support, particularly Lucy our Area Manager and Phoebe who has given us so much support since January 2023, with advertising for new trustees and other volunteer vacancies. We look forward in working with our new Trussell Trust Area Manager Sarah Rouse in this coming year.

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.

Lesley Jones and June Brassington
Co-Chairs
Keynsham Foodbank

Summary of the Financial Year 2022-23

The report below is a summary of the financial details for income and expenditure for the financial year.

Income

There are about 23 regular individual donors – 6 more than in the previous year. This provides a regular income of about £650 per month. Many of these have completed gift aid forms and when the gift aid is claimed from HMRC will generate an additional 25%. The last gift aid claim was made in the 2021-22 financial year.

Just giving donations increased by 5 times to about £6.7K.

There was also a 66% increase in donations from organisations of which there were 28. There were three donations above £1,000.

Overall income increased by 71% over the previous year.

Investigation is required to establish the likely resilience of this level of income.

Expenditure

Overall expenditure was reduced by £9,019.

The main factors in this reduction were:

Food purchases - £1,100

Dial a Ride costs for distribution during the pandemic - £1,000

Room Hire and Office Costs – again pandemic related - £893

Legal fees - £3,600

Independent Examiners fee for the year 2020-21 - £960 not required in 2021-22 as the turnover was below the threshold. Note this fee will be required for 2022-23 and accounted for in the accounts for 2023-24.

Volunteers' Expenses - £1,112

Bank Balance

The retained balance increased by £14,487

Income and Expenditure Account for the Year to 31 March 2023

	2023/23	2021/22	Variance
Income			
Tesco Top Up (via TT)	1679	1819	(140)
Donation (organisations)	10165	6093	4072
Donation (individual)	11463	8463	3000
Grant	6450	1000	5450
Donation (Just giving)	7077	1430	5647
Donation (CAF)	1000	550	450
Gift Aid	0	2631	(2631)
Donation (Vouchers Via G Whedon)	100		100
Other income		139	(139)
Total Income	37934	22125	15809
Expenditure			
Warehouse Rent for Lok N Store	0	0	0
Warehouse Rent	15500	15500	(0)
Warehouse Rates	543	813	270
Other Warehouse Costs	553	392	(161)
H&S and PPE		101	101
Van Rent	4680	4722	42
Fuel for Van	313	207	(106)
Various Insurances	885	987	102
Food Purchases	0	1100	1100
Expenses and Other	0		0
IT & Comms	212	155	(57)
Printing & Stationery	132	0	(132)
Volunteers' Expenses	505	1617	1112
Room Hire	25	700	675
Office Costs		218	218
Miscellaneous	100	133	33
Independent Examination Fee for prior year	0	960	960
Dial-a Ride donation	0	1000	1000
Gift Aid		262	262
Legal Fees	0	3600	3600
Total Costs	23448	32467	9019
Increase / (Reduction in Funds)	14487	(10342)	24828

Balance Sheet for the Year to 31 March 2023

	£	£
Opening balance at bank at 1 April 2022		67313
Income		
Total Income		37934
Total		
Costs		-23448
Closing Balance at Bank on 31 March 2023		81800

KEYNSHAM FOOD BANK

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

Report to the trustees/ members of Keynsham Food Bank on the accounts for the year ended 31st March 2023.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Donna Leppitt
Independent Examiners Ltd
Unit 2
The Broadridge Business Centre
Delling Lane
Bosham
PO18 8NF



Date: 24th July 2023