

Gillingham Foodbank

Report and Accounts
Year ended 31 March 2023

Stewardship 
Active generosity

1 Lamb's Passage, London EC1Y 8AB
www.stewardship.org.uk

GILLINGHAM FOODBANK
LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2023

ADDRESS FOR CORRESPONDENCE	Wessex House 8 High Street GILLINGHAM Dorset SP8 4AG
GOVERNING DOCUMENT	Declaration of Trust dated 23 March 2012
CHARITY REGISTRATION NUMBER	1146565
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Hannah Gibbons Alistair Angus Clive Ozzard Robert Rickards Helen Long (resigned 19/06/2023) Lewis Buckwell (resigned 23/02/2023) Gordon Clowrey (resigned 1/10/2022) Philippa Sargent (resigned 02/07/2022)
INDEPENDENT EXAMINER	Sarah Crispin ACA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

INDEX

Page 1	Legal & Administrative Details
Pages 2-9	Trustees' Report
Page 10	Independent Examiner's Report
Page 11	Receipts and Payments Account
Page 12	Statement of Assets & Liabilities
Pages 13-14	Notes to the Accounts

Gillingham Foodbank
Annual Report



1 April 2022 – 31 March 2023



[A] Objectives and activities

National and county context

The first UK foodbank was established in 2000 by Christian charity The Trussell Trust in Salisbury. The Trust now co-ordinates a network of local independent foodbanks, to which it provides consultancy, training, systems, services and quality assurance. There are now over 1200 foodbank centres in the UK network, working to the same systems and standards.

Gillingham Foodbank purposes

The objects of the charity are to relieve poverty, hardship or distress through the provision of food to people in need of emergency supplies in North Dorset, South Somerset and Wiltshire and by such other means as the trustees may decide.

In setting our objectives and planning our activities, Gillingham foodbank trustees have complied with their duty to have due regard to the Charity Commissioners' public benefit guidance, in particular, when exercising powers or duties in advancing our objectives, conforming with the Charities Act 2011.

Foodbank main activities

Gillingham Foodbank provides emergency food assistance to local residents in short-term financial crisis.

Clients are normally referred to the foodbank by a front-line service or agency, such as a health worker, children's centre, council service or housing association. Agencies hold boxes on our behalf and distribute accordingly. This referral process ensures that the client's need has been validated, and thereby ensures that assistance is targeted appropriately.

The client receives a voucher which they bring to the foodbank. There they receive half-a-week's food, suitable for the size of their family. The food is donated by the general public, and is non-perishable standard groceries. Clients are usually limited to three vouchers per crisis in order to prevent the development of a dependency relationship.

Like other foodbanks in the Trussell Trust network, Gillingham Foodbank is run by mainstream Christian churches. However, the operation and objectives of Gillingham foodbank is entirely charitable, and non-religious in nature. Clients, partners and volunteers of all backgrounds are welcomed and treated equally.

Since October 2021 we have extended our opening hours to include Tuesday and Wednesday mornings where Foodbank clients who no longer require food can come to a safe place. There is a need for some to operate within community so that they avoid the need of help with food from the Foodbank. Activities include life skills, fun activities, tea coffee and cake and a listening ear. This was funded by Trussell Trust from a grant received for that purpose.

[B] Achievements and performance

B1. Outcomes: food allocations to clients

Total “person allocations” during this report period = 2844 (comprising 1737 adults and 1107 children)

During the preceding year 2021-2022, 1704 people, of which 636 children, were fed. This shows a 67% increase in the number fed. We fulfilled 1092 emergency vouchers (690 during 2021-22), representing a 58% increase on the preceding year.

North Dorset is a rural area, in which many areas appear affluent; however, there are pockets of poverty and low income. This is a surprisingly high level of relative demand, for an area that is easily type-cast as affluent. It strongly indicates the presence of real issues of poverty in this rural area.

Trends in demand over the year show peaks at major school holidays, when there is additional demand from families identified as genuinely reliant upon “free school meals” during term-time. That apart, the overall trend appears to be steadily upward.

In any six-month period, clients access the foodbank on average twice. This is consistent with the principal of providing specific crisis-relief, and not long-term, regular or open-ended assistance.

Age and ethnicity of clients

Age of client	Client 17-24	Client 25-64	Client 65+	Undisclosed	“children”
Number assisted	230	788	44	6	636

Simple statistics are collected about the age of clients and the number of “adults” and “children” in their household. The small number of clients over 65 is notable. This elderly group is not in natural contact with many of the voucher-holding agencies, and also can be reluctant to seek or accept charitable help.

B2. Voucher referral agencies

Foodbank vouchers are held by 49 agencies, mostly with a local focus, although there are 9 very active referral agencies. Open Door (Gillingham), Open House (Shaftesbury) and Cary Cares (Castle Cary) were our three busiest distributors. The role of referral agencies remains absolutely crucial to the operation of the foodbank, and their continuing partnership is greatly appreciated.

The rate of referrals is highly variable between voucher-distributors, reflecting the varied scope of their work, the needs of their clientele and the period in which they have held vouchers.

Vouchers are issued by the Foodbank itself where there are *bone fide* contacts validated by agencies that do not themselves hold vouchers, or where an agency asks the foodbank to issue an “emergency voucher”. Vouchers are occasionally issued to “cold callers” on understanding that they must seek further help from agencies that the foodbank volunteers signpost them to. Virtually all of our distributors now use the e-voucher system for emergency food parcels (not food boxes).

An emerging issue is that several national agencies are not reading our Foodbank profile correctly before issuing an e-voucher - primarily for delivery to clients living in Yeovil - with one very recent request to deliver to Crewkerne

B3. Food collections and donations

Food donations from the general public remain consistently high. The Foodbank continues to attract very strong support from the public at large.

Food donors

Stock in type	number	Stock in (kg)	Stock in (% of total)
Donations from donors - Charities	3	1134.2	3.15%
Donations from donors - Churches	20	2774.3	7.70%
Donations from donors - Community groups	9	526.1	1.46%
Donations from donors - Corporates	13	1245.5	3.46%
Donations from donors - Educations	14	1382.6	3.84%
Donations from donors - Individual(s)	not recorded	1442.5	4.00%
Donations from donors - Supermarkets	9	25176.3	69.88%
Purchased		1975.02	5.48%
Returns from food bank centre		373.9	1.04%
Totals		36,030.42	100%

Current stock level stands at a little under 3,500kgs, a far more manageable amount, especially with a stocktake imminent.

Last year we received 33,784kgs of donated food, which represents an increase of nearly 25% on the preceding year (27,088kgs). Stock level is at a much more manageable level compared with the Covid era 2020/21

The top 3 sources: 32% of donations were received via Waitrose, 23% Tesco and 8% Asda, proportions being steady throughout the year.

It is worth noting that 2.6% of all donated food was unusable (out of date, partially used or damaged) – this being a total of 898kgs.

B4. Levels of abuse

Fraud, abuse and misuse are minimised by the voucher referral system, whereby clients only access the foodbank when referred by an agency that has validated their level of need. Nevertheless, some clients will attempt to abuse the system. The systematic processing of vouchers, discussion with voucher-issuing agencies and data checks keeps this under control.

It is believed that the level of actual abuse is not above 5% and may well be under half that figure. This low rate reflects the robust systems that are in place, although sustained vigilance will always be required to maintain this security.

B5. Future projections

Geographically, the Gillingham foodbank has reached its natural frontiers. The establishment of a new pop-up foodbanks during March 2020 many which have continued, have some limiting effect on client referrals on the periphery, though likely to be more than offset by generic increases.

National forecasts suggested increases in demand during 2022-2023, which has happened. While food and energy costs continue to rise and low-income household earnings remain stagnant, there is no likelihood of a down-turn in the households in financial crisis.

Increases in demand during 2023-2024 will put pressure on aspects of the Foodbank operation:

- **Administrative and managerial** functions will be under pressure, and additional volunteer support needed to share some of the central activities.
- **Outlet opening arrangements** and volunteer numbers will be periodically reviewed to ensure capacity to handle local levels of demand.
- **Food supply** is not expected to be a problem. Public donations are very strong, and is helped by food dump bins in many local supermarkets.
- **Foodstore capacity** will not be a problem as there are now two foodstores based in Paris Court, one acting as an overflow store.

There appears every prospect that the foodbank will be able to meet the challenges, and continue to provide vital assistance to households in crisis across its area of operation. A Strategic Plan is in place to meet the aims of the charity.

[C] Financial review

C1. Key points

During the year 2022-23 Gillingham foodbank received total income of £102,122 (FY2021-22: £88,477) and dispersed £66,846 (FY2021-22: £75,549). Of the £102,122 income, £52,954 was unrestricted and £49,168 was restricted. Of the expenditure £40,863 was unrestricted and £25,983 was restricted.

Cash funds of £132,001 were carried forward across the year end (FY2021-22: £96,724).

C2. Income and expenditure

Our donations returned to a more normal level after the generous gifts from the public in response to the Covid 19 pandemic in the previous years.

We received income from Gift Aid due to the high level of donors willing to do this.

We also received a huge amount of donations of food both from the public and directly from Companies and Supermarkets.

C3. Reserves policy

Cash reserves

The foodbank's cash reserves held on 31st March 2023 as follows:

	£
Funds:	
Co-op Bank – current account	117,005
Wyvern Credit Union	14,996
TOTAL CASH FUNDS	132,001

Monetary investments

The foodbank has no money directly invested in property, securities or other forms of investment.

Gillingham foodbank's reserves policy covers all of its general and restricted funds. This policy is reviewed and approved annually by trustees. This policy is as follows:

Reserves policy for general funds

Gillingham Foodbank Reserves policy

We agreed to keep at least this amount to enable us to make financial decisions

9 months normal expenditure	9,500
Rent for 3 years if rent free situation does not continue @ £5k pa	15,000
1 year salary for Project Manager if volunteer PM is unable to continue	10,000
2 further years for CA adviser from 2025-2026@ £12kpa	24,000
1 further year for Distribution Centre management @£14kpa	14,000
Total	72,500

Reserves policy for restricted funds

Not applicable

C4. Investment policy and performance

The foodbank's investment policy is to diversify its (limited) funds in bank accounts and deposit accounts only. It has no other financial investment products or any investment property. The foodbank has no endowment funds, currently.

Short-term deposits are lodged directly with Co-operative Bank plc and attract rates of interest comparable with available commercial market rates. Deposit lodged with Wyvern Credit Union attract a dividend which is currently 0%. In FY2022-23 Gillingham foodbank's deposit account funds attracted an average interest rate of 0%.

C5. Going concern

The trustees of Gillingham foodbank have every reason to believe that the charity is a going concern, principally because it continues to be able to raise funding to support all of its activities, and further to extend those activities. The foodbank has adequate reserves to cover any shortfall in anticipated income.

C6. Deficits

The foodbank's total income exceeds its net expenditure and the charity does not operate in deficit. The charity has no subsidiary funds or undertakings.

Governance and charitable status

Gillingham foodbank was set up by Gillingham Community Church (GCC), St. Benedict's Catholic Church, Gillingham Methodist Church and St. Mary's Church, Gillingham.

The foodbank is a charitable trust with independent charitable status, and is constituted as a body of incorporated trustees with five trustees on the trust body.

The foodbank's governing document is a trust deed, executed on 23rd March, 2012.

Trustees are appointed to Gillingham foodbank by a resolution of the trustees passed at a special meeting of the trustees. In selecting individuals for appointment as trustees, the trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity. Every trustee is appointed for a minimum of three years. The Chair of trustees is elected by the other trustees at an ordinary meeting of trustees.

One of GFB's trustees, Hannah Gibbons, was paid by GCC as an employee during the year. Part of her role for GCC during FY 2022-23 included specified staff services provided to GFB, funded by GFB as agreed by the other GFB trustees. No other trustees were employed or received any remuneration or benefit from the charity during FY 2022-23.

The foodbank is audited annually by the Trussell Trust, to verify the efficiency, effectiveness and probity of procedures. This audit generates a written report to the trustees and any actions carried out if needed. A copy of the report is available on request.

The foodbank is registered with the Information Commissioners Office. All volunteers are required to sign confidentiality agreements, protecting both client personal details and operational information.

Risk Management

The trustees have considered the risks that the charity is exposed to and put strategies in place to mitigate those risks. Policies are established for financial control, health and safety, safeguarding and data protection, equal opportunities, and for processing complaints.

Operational structure

The foodbank operates from two locations. One, in Paris Court, Station Road Gillingham hosts the food stores, and the other, Wessex House, 8 High Street, Gillingham, deals with the administrative functions and the public-facing outlet.

Volunteers

Around 30 regular volunteers contribute to the foodbank operation, in administration, stock management, deliveries and public-facing roles. All public-facing volunteers receive training to ensure consistency of procedures and standards. It has been calculated that the volunteer hours put into the foodbank equate to 2.5 full time paid staff; which if paid the minimum wage would cost over £25,000. We are therefore very grateful to all our volunteers who give up their time.

[E] Exemptions from disclosure

None.

[F] Funds held as custodian trustee

Gillingham foodbank holds no funds as custodian trustee. Nor does it collect any sums as agent for any other bodies for passing on to them.

[G] Responsibilities of trustees

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

[H] Approval

This report was approved by the trustees and signed on their behalf by:

Hannah Gibbons

Hannah Gibbons

Date: 12/12/2023

GILLINGHAM FOODBANK
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

5 Movement of funds

	Opening balance £	Receipts £	Payments £	Transfers £	Closing balance £
General funds	96,725	52,954	(40,863)	-	108,816
Restricted funds					
Strategic Resources Grant	-	14,380	(14,380)	-	-
Winter warmer grant	-	5,000	(5,000)	-	-
Triage advisor grant	-	11,199	(2,768)	-	8,431
Financial inclusion grant	-	9,489	(1,845)	-	7,644
Client utilities fund	-	9,100	(1,990)	-	7,110
	<u>-</u>	<u>49,168</u>	<u>(25,983)</u>	<u>-</u>	<u>23,185</u>
Total funds	<u>96,725</u>	<u>102,122</u>	<u>(66,846)</u>	<u>-</u>	<u>132,001</u>

The Strategic Resources Grant is for staffing of foodbank and is paid to Gillingham Community Church for staff who are seconded to the foodbank.
The Winter warmer grant was to fund the provision of shower facilities.
The Triage advisor grant is to pay for a triage worker from Citizen's Advice
The Financial inclusion grant is to pay for a case worker from Citizen's Advice
The client utilities fund is to support clients with gas & electricity costs

6 Reconciliation with previously reported funds

As explained in note 1 'Accounting Policies', in the previous year the charity prepared its accounts using the accruals basis; in the current year the charity has taken advantage of the option to prepare its accounts on a receipts and payments basis. The comparatives presented in these accounts have been re-stated using the receipts and payments basis and a reconciliation with the reserves and results reported previously follows:

Reconciliation of reserves

	2022 £	2021 £
Previously reported reserves, at 31 March	100,739	84,500
Adjustments arising from use of receipts and payments basis:		
Exclusion of previously included fixed assets	(4,329)	(988)
Exclusion of previously included debtors	-	-
Exclusion of previously included creditors	315	315
Re-stated reserves, at 31 March	<u>96,725</u>	<u>83,827</u>

Reconciliation of results

	2022 £
Previously reported results	16,239
Adjustments arising from use of receipts and payments basis:	
Previously capitalised expenditure, less depreciation, now expensed	(3,341)
Excluded movements in debtors resulting in the recognition of more / (less) income	-
Excluded movements in creditors resulting in the recognition of less / (more) expenditure	-
Re-stated results	<u>12,898</u>