



NEWARK FOODBANK

ANNUAL REPORT

February 2015 – March 2016

Steering Group
April 2016

Summary

Newark Foodbank functions as a franchised operation under the Trussell Trust. We are not governed by the Trussell Trust but act as an independent organisation that agrees to follow an approved operating model. The Foodbank was set up under the auspices of Churches Together in Newark and the surrounding area and is part of a national foodbank network seeded by the Trussell Trust. Originally Newark Foodbank operated under the umbrella of Barnbygate Methodist Church but in the last year Newark Foodbank has become registered with the Charity Commission and now operates as a separate charitable entity.

The Foodbank commenced operations in February 2013 and this report covers the period February 2015 to the end of March 2016. The time period over which this report has been compiled has been altered in order to fall in line with the new financial year of the charity. In this its third year of operation (1 Feb 2015 – 31 Mar 2016) the Foodbank has collected donations of 22.1 tonnes of food and distributed just over 23.5 tonnes. For comparison the figures for 2014 were: In 15.5 tonnes and Out 14.7 tonnes. In doing so we have provided 3 days of emergency food relief to 2397 clients (1616 adults and 781 children). Taking into account the increased time period over which this report covers compared to last year's report this is a 22% increase on the figures for 2014 (1189 adults (+18%) and 523 children (+31%))¹. Only 9% of clients redeem more than 3 foodbank vouchers over less than a 6 month period. There are presently 48 referring agencies registered to issue foodbank vouchers.

On the 1st January 2016, Tuxford Area Foodbank and Newark Foodbank combined operations under one entity. The data from both organisations were combined and this reports covers both organisations. The business plan, in place to cover the period 2015 to 2018, has been updated and sets out the strategic aims of the organisation. These include a continuance of present operations with an increased focus on identifying other needy groups such as the elderly. We are also looking at ways of expanding the services we provide to clients by operating alongside other referral and support agencies. Additionally, we need to ensure that we have a sustainable base from which to continue both warehousing and front of house operations.

The steering group wishes to thank all the volunteers and all supporting organisations and businesses for their support over the last year. Without your support we would not be able to continue to carry out this work.

¹ Just taking the figures for Feb 2015 to Jan 2016 to enable a direct comparison with last years figures the total number of clients was 2082 made up of 1399 adults and 683 children.

Charity Status

Newark Foodbank originally operated as an organisation under the umbrella of Barnbygate Methodist Church. After considerable discussion it was decided that the Foodbank should register as an independent charity. An application was submitted to the Charity Commission to register Newark Foodbank as a Charitable Incorporated Organisation (CIO) operating under the Association Model. This application was approved and Newark Foodbank became a charity in its own right on 27 February 2015 (Charity Nos 1160698). The Charity has a steering group consisting of a number of trustees (presently six) and a wider voting membership consisting of all volunteers who are formally registered with the Foodbank. Any volunteer who does not want to be a member can simply inform the Steering Group accordingly. By registering as a CIO the Foodbank is able to conduct a number of operations which it was previously restricted from doing. These include employing personnel and entering into contracts or lease arrangements for vehicles or property.

Over the last year there have been no changes to the membership of the Steering Group. The present membership of the Steering Group is: Helen Wilkinson, Sue Stott, Lesley Marshall (Foodbank Manager), Martin Cooper, Andrew Ayre and Stephen Charnock. In accordance with the constitution of the Charity two of the present Steering Group positions have to be put up for election/re-election at the next Annual General Meeting which is currently planned for June 2016.

Foodbank Donations

Over the year there has been no requirement to target supermarket Foodbank collections at Sainsbury's or ASDA and the Foodbank has relied solely on the weekly collections at both Newark and Tuxford as well as the annual Christmas and Harvest Festival collections. Donations collected during the Harvest festival accounted for 1,173 kg and Christmas donations another 614 kg. The majority of food donated comes from the weekly collections at churches and supporting supermarkets and organisations around the town. The total quantity of food donated in 2015 amounted to 22,017 kg. All donations are taken to our warehouse for stocktaking and for preparation for onward distribution. The food needed by the Foodbank is varied but inevitably has to be non-perishable to enable us to store the food appropriately prior to distribution. We try and highlight through our website (<http://newark.foodbank.org.uk>) what products are in short supply and it is important that our supporting organisations use this list to target the food required otherwise there is a danger that excess stock of particular food types may go to waste.

Breakdown of Donations		2015/16
Event	Kg	%
Supermarket Targetted Collections (ie Asda & Sainsbury's)	0	0
Weekly Collections Newark	19,799	90%
Weekly Collections Tuxford	431	2%
Christmas	614	3%
Harvest Festival	1,173	5%
Total	22,017	100%

Foodbank Distribution

A total of 1168 vouchers were redeemed in 2015 (Feb 2015-Mar 2016). For comparison with previous years for the period between Feb 2015 and Jan 2016 this number was 1012. This represents an increase of 19% over the figure of 849 vouchers in 2014 and a 51% increase over the two years back to 2013 when 668 vouchers were issued.

As a result 3 day's emergency food relief was provided to 1616 adults and 781 children (between Feb 2015 and Mar 2016) or putting it more basically a total of 21,573 meals were distributed.

A breakdown of the voucher usage of the foodbank by clients is below:

% Of Client	Nos of Vouchers Redeemed
59%	1 Voucher
80%	1 or 2 Vouchers
91%	1 ,2 or 3 Vouchers
9%	More than 3 vouchers

The number of agencies that are registered to issue Foodbank vouchers continues to increase. As of the end of Mar 2016 the number stood at 48 of which 36 had issued at least one voucher in the last year. Obviously personnel changes at these organisations require us to constantly engage with them to ensure that they are comfortable with the procedures in place to manage the issuing of vouchers. Inevitably some agencies issue more vouchers than others due to the nature of their work, but we are keen to support any agency regardless of the size of the client base if they feel that the Foodbank has a place to play within their support structure. Any agency which is presently not on our registered list but would like to be is asked to contact Andrew Ayre through the Foodbank e-mail address (info@newark.foodbank.org.uk) to discuss their requirements.

We held our 2nd Agency Awareness day at Holy Trinity Community and Partnership Centre in November 2015. This event was well received with a large number of agencies attending this pop-in event that provided them with the opportunity to discuss in more detail the operation of the Foodbank. We intend to repeat this event each year.

We would like to thank most sincerely all the agencies that issue Foodbank vouchers and encourage any that have any issues to contact us to discuss their concerns. Without their assessment of a client's needs or otherwise the effectiveness of the Foodbank would be significantly decreased.

Operating Days

It was decided last year that we should amend our operating hours. As a consequence the Newark Foodbank now operates on Tuesday between 1500 and 1700 hrs and again on Friday between 1300 and 1500 hrs. The change in operating hours on Tuesday appears to have been successful with an almost equal number of clients attending both the Tuesday and Friday sessions. Following the merger with Tuxford Area foodbank, Tuxford now operates as a satellite from Newark operating from its previous location between the hours 1000 and 1300 hrs on Tuesday.

Over the last year we have moved our warehouse operations to new premises kindly provided to us at a peppercorn rent. Warehouse operations continue as before operating on a Monday from 1000 to 1200 hrs for the delivery of collections and their subsequent shelving and bagging.

PR and Fundraising

Our PR and Fundraising team have been very active over the year and maintain a good relationship and presence with those organisations who kindly allow us to set up collection points in their establishments. The PR team has also been active in encouraging a number of other organisations in town to act as collection points as well as maintaining our presence on the internet and other social media outlets such as Facebook.

We have received a number of very generous donations from a number of organisations. The purchase of "extras" to put into the food bags for Christmas was much appreciated and our thanks go to many individuals for their very generous donations. The PR team is presently investigating the possibility of fundraising through on-line giving. A decision on this approach will be taken in the coming year.

We continue to be well represented in the local press who provide us with considerable support.

Volunteer Base

The Foodbank currently has approximately 90 registered volunteers. These volunteers operate in one or more capacities ranging from Front of House, Warehouse, Transport, PR and Fundraising and Management. A database of volunteers is maintained in accordance with our Information Commission Certification (ZA073582). This is used to ensure an accurate membership listing of the Charity and to assist in membership communication. Public Liability Insurance for the Foodbank and its volunteer base is provided by Tennyson Insurance.

We currently have a freeze on general volunteer recruitment as we presently have adequate numbers to meet demand. However, personnel wishing to fill more focused defined coordinator roles are welcome to apply. All volunteers have to formally apply and provide references to ensure client safeguarding and confidentiality and to ensure that appropriate training is provided. Applications forms are available on the website.

We very much appreciate the time and experience provided by our volunteers. As a totally voluntary organisation inevitably without your support the Foodbank could not operate. We try and take all your views and comments seriously and hope that you communicate them directly to your specific volunteer coordinator who can then take them forward in our monthly coordinators meeting chaired by Lesley Marshall. Any strategic issues are then fed up to the Steering Group for discussion.

We intend to hold an annual general meeting in June 2016. All registered volunteers are eligible to vote at this meeting.

Quality Audit Inspection – Trussell Trust

The Trussell Trust conducted its annual quality audit inspection of Newark Foodbank in Mar 2016. We have yet to receive the official report but verbal feedback suggests that the operation is well managed and has a good governance framework in-place.

Treasurer's Report

The treasurer's report for 2015 is attached. As of 1 Apr 2016 the Foodbank has assets to the sum of £10,527. Barnbygate Methodist Church very kindly provides the Front of House location and storage at a very reasonable rent and our warehousing operations are provided at a peppercorn rent. We are extremely fortunate to have these facilities provided to us as for many other foodbanks these items alone drive most of their fundraising efforts. We continue to rent out a van for one day a week to facilitate the warehousing operation.

Rental has in the past proved to be the most cost effective solution although this is keep under review. Over the next year, it is hoped that the funds we have available plus any future income generated can be used to take forward some of the strategic goals identified below.

Strategic Goals

We have updated our Business Plan for 2015-2018. This builds upon the goals that we set ourselves over the last year which included:

Ongoing

- Sustaining the Volunteer Base
- Raising Agency Awareness
- Identifying ways of working together with other agencies and activities such as with the Severe Weather Emergency Provision Shelter.
- Sustaining Operations at FOH and Warehouse Locations

2015 - 2016

- Take forward Charity registration. (Completed)
- Conduct a survey to identify food poverty among the elderly and other vulnerable groups such as those in rural areas. (Completed)
- Work with Newark and Sherwood Advice Hub to provide a more joined up and comprehensive Front of house service. (Completed)
- Manage the impact of the roll out of universal credit in Newark. (In progress)
- The possible establishment of satellite areas. (Established the Tuxford Satellite)

2016 – 2017

- Continue to develop outreach strategies with other agencies such as UK Age Concern, SSAFA and Children Charities
- Investigate the possibilities of Providing Additional Services during FOH sessions.
- Hold our first AGM as a Registered Charity

Attachment:

Treasurer's Report



Accounts Statement for the 13 month period ended 31 March 2016

Income

Period Ended 31 March 2016

Category	Amount	% of income
Standing Orders	£944.00	12.9%
Donations - Individuals	£345.00	4.7%
Donations - Churches	£1,010.06	13.9%
Donations - Corporate	£164.42	2.3%
Other Donations and Fundraising	£1,213.81	16.6%
Transfer from Tuxford Foodbank	£3,601.02	49.4%
Interest	£13.59	0.2%
Total	£7,291.90	100.0%

Expenditure

Period Ended 31 March 2016

Category	Amount	% of outgoings
Rent	£1,696.00	21.8%
Equipment	£769.52	9.9%
Printing, Stationery & Promotion	£902.45	11.6%
Trussell Trust	£360.00	4.6%
Van hire, Petrol & Repairs	£1,725.42	22.1%
Insurance & Legal	£277.30	3.6%
Events	£456.25	5.9%
Warehouse costs (ex rent)	£977.93	12.6%
Sundry (including food)	£625.79	8.0%
Total	£7,790.66	100.0%

Net income/(expenditure) (£498.76)

Funds transferred into charity £11,025.79

Balance carried forward £10,527.03

Represented by:

CAF Gold Account £9,363.59

CAF Cash Account £1,163.44

£10,527.03

Accounts prepared by Martin L Cooper

M.L. Cooper

Independently examined by Michael Carby

Michael Carby