



ST NEOTS FOODBANK
REGISTERED CHARITY NUMBER: 1154018

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
1ST APRIL 2016 TO 31ST MARCH 2017

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name

St Neots Foodbank

Registered Charity Number

1154018 (England and Wales)

Registered Office

Mrs Margaret Tabone
7 Berkley Court
Eynesbury
St Neots
Cambridgeshire PE19 2TQ

Operating address

Unit 2B
 Brittain's Warehouse
 Little End Road
 Eaton Socon
 St Neots
 Cambridgeshire PE19 8JH

Charity Trustees as of 31st March 2017

	Office	Church represented
Mr Roger Peppiatt	Chairman	St Mary's Parish Church, Eaton Socon
Mrs Margaret Tabone	Secretary	St Mary's Parish Church, Eynesbury
Mr Malcolm Crawford	Treasurer	New Street Baptist Church
Mrs Donna Jefferies		Open Door Church
Mrs Hilary Westcott		United Reformed Church
Mr David Pacini		St Joseph's Roman Catholic Church
Mrs Marcie Champion		St Mary's Parish Church, St Neots
Mrs Kelly Buckley		St Neots Evangelical Church
(vacancy)		Berkeley Street Methodist Church
Mr Roger Sare		River Church

Independent Examiner

David Brown FCA
 Executive Suite, A1 Lifestyle Village
 Great North Road
 Little Paxton
 St Neots
 Cambridgeshire PE19 6EN

Bank

Lloyds Bank
 17-19 Market Square
 St Neots
 Cambridgeshire PE19 2BQ

TRUSTEES' REPORT FOR PERIOD 1st APRIL 2016 TO 31ST MARCH 2017

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing document

St Neots Foodbank is a Charitable Incorporated Organisation whose only voting members are its charity trustees. The trustees adopted a constitution on 6th September 2013 following the 'foundation model' of the Charity Commission. Registered charitable status was granted on 30th September, and the registered charity number is 1154018.

1.2 Trustee selection and management

The charity is managed by a board of trustees, one from each of the ten founding churches. All trustees strongly endorse the charitable objectives of the organisation and support its Christian ethos.

The trustees are responsible for the development and strategic direction of the foodbank, and for ensuring governance and financial responsibility. They meet at least quarterly to review performance and monitor the achievement of objectives. They set an annual budget and the treasurer provides a financial monitoring statement at each meeting. The management committee performs day-to-day operation of the foodbank, which reports to the trustees at each meeting.

1.3 Related Organisations

The St Neots Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury that assists churches and communities to open and run foodbanks nationwide.

1.4 Management of risk

The trustees have adopted a range of policy documents that are intended to manage and minimise risk. Areas covered include Health and Safety and Safeguarding.

Initial training was provided by staff from the Trussell Trust. The responsibility for training new volunteers has now been taken up by experienced Management Committee/Trustee volunteers from St Neots Foodbank.

The Trussell Trust undertook a Quality Assurance Audit in May 2016 to monitor the operation of the foodbank against their procedures and policies. The assessors were complementary about the running of the foodbank. Plans to implement the requirements and recommendations that were highlighted by the audit are in place.

2. OBJECTIVES, AIMS AND ACTIVITIES

2.1 Charitable Objectives

The St Neots Foodbank has as its objective the prevention and relief of poverty in St Neots and surrounding area, particularly but not exclusively by providing emergency food supplies to individuals and families in need. This objective is undertaken with a Christian ethos; we

seek to operate according to Christian principles of compassion, honesty, integrity, openness, kindness and care of all people, regardless of backgrounds or beliefs.

2.2 Aims

Our aims are to alleviate poverty through the provision of food parcels to those in crisis, in partnership with local care agencies who refer clients in crisis to us. The food parcels are intended to meet the immediate need. In parallel, signposting to care agencies, advice services and other support agencies is intended to help clients resolve the crisis causing their need of the foodbank.

2.3 Objectives for the year

The main objective for the year was to consolidate the work of the previous three years. In practice this meant:

- recruiting and supporting volunteers, and training them appropriately,
- efficient operation of the warehouse, equipping it and maintaining and putting in place appropriate systems to enable the warehouse to function,
- maintaining an effective administration operation,
- recruiting and supporting existing voucher holders,
- maintaining and growing the four distribution centres,
- ensuring sufficient food and finances to sustain the operation,
- implementing the requirements and recommendations that were highlighted by the audit in May 2016.

2.4 Key decisions and events during the year

- Roger Peppiatt was elected as chair of the charity in July 2016.
- Margaret Tabone was elected as secretary of the charity, also in July 2016.
- Adrienne Dunn's position as project manager was ratified in July 2016.
- It was agreed to publish a regular newsletter. David Pacini, one of our trustees agreed to organise this.
- The chair and secretary produced a "Trustee File", which would serve the purposes of informing present and future trustees about the foodbank, their responsibilities as trustees and also a place to file documents, including minutes, reports and policies.
- The trustees agreed to write and ratify a number of new policies and update the two existing ones, namely Health & Safety and Safeguarding.

2.5 How the foodbank works

- Food is donated by the public.
- Donations of non-perishable food are checked for "use by" dates, weighed and sorted by food type.
- Clients in food crisis are issued with a St Neots foodbank voucher by a recognised Voucher Partner.
- Clients bring their voucher to a foodbank distribution session where it is redeemed for an emergency foodbox. The client is also signposted toward other agencies, which may be able to help resolve the crisis. The contents of emergency foodboxes are intended to be nutritionally balanced and to provide sufficient food for 3 days.

2.6 Public Benefit

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.

3. ACHIEVEMENT AND PERFORMANCE

3.1 Summary of the year's activities

The operation of the Foodbank serving St Neots has continued throughout the year supporting those in need. The four Distribution Centres are now well established and they and the warehouse are operated and staffed by approximately 70 volunteers.

The Foodbank is operated in conjunction with the Trussell Trust as part of the network of Foodbanks across the country. Where surpluses in collected food exist, these are passed on to another Foodbank with need. We donate our short dated and damaged stock to The Need Project in Central Bedfordshire.

We have continued to support the Make Lunch project at the Roundhouse School and Paines Mill Foyer by donating cereal and food items. We took advantage of training provided by the Trussell Trust for the Eat Well/Spend Less project and held the day's training in St Neots and were joined by volunteers from Ely. As yet we haven't secured anyone to lead the project.

Prior to the summer holidays 2016 we trialled making summer parcels for some families with school children who would benefit from extra food over the holiday period and gave out 21 parcels. This was deemed to be helpful to families and will be extended next year. Voucher holders were asked to nominate those whom they thought would benefit from a donation of food at Christmas. As a result, over 180 Christmas hampers were distributed.

Companies, other charities, the Local Council and the local press have all been very supportive of the Foodbank. Representatives of the Foodbank have been invited to give presentations at a number of events in the local community to raise awareness of the Foodbank and its operation.

We have actioned the recommendations of last year's QA visit by the Trussell Trust, which has involved the writing of new policies, risk assessments and addressing health and safety and safeguarding issues. We have set up a quarterly distribution leads meeting to pass on information, listen to concerns and address issues raised.

We were visited by a Huntingdonshire District Council Health and Safety officer and awarded a Food Hygiene 5* rating. There were no H & S issues to address and so we will not be visited next year. All electrical equipment in the warehouse and office was PAT tested in March 2017, with the company waiving the fee.

3.2 Voucher partners

St Neots Foodbank gives food to people who come with a voucher from one of our Voucher Partners. The partners are professionals from organisations providing welfare and

community support in the local area such as doctors, schools, social workers, registered social landlords, local charities and Citizens Advice Bureau staff, amongst others. When these professionals identify people in crisis they are able to issue them with a Foodbank voucher; this is redeemed for food at a Foodbank Distribution Centre.

We have increased the number of Voucher Partners to 64, and 423 vouchers have been fulfilled during the year. Progress has been made in developing better links with rural communities by gaining more voucher holders and improving ways of distributing food.

3.3 Recipients of food

During the year we provided food for 1015 people (603 adults and 412 children).

The following table provides the breakdown of the crisis types prompting use of the Foodbank for the year to the end of March 2017 (cause attributed by the Voucher Partner). NB 'Unemployed' are now categorised under 'Other'.

Table: Reason for Issuing Vouchers

Crisis	No. Vouchers		Percentage		Adults		Children	
	15/16	16/17	15/16	16/17	15/16	16/17	15/16	16/17
Benefit Changes	63	74	15	17	93	113	47	107
Benefit Delays	124	121	30	29	173	166	104	102
Debt	42	58	10	14	70	102	53	49
Delayed Wages	7	8	1.5	2	10	11	8	7
Domestic Violence	20	20	5	5	20	21	19	21
Homeless	40	21	9.5	5	45	25	1	4
Low Income	72	78	17	18	123	100	93	99
Sickness	8	8	2	2	16	12	3	0
Unemployed	11	-	2.5	-	22	-	11	-
Other	32	35	7.5	8	41	53	21	23
Totals	419	423	100	100	613	603	360	412

3.4 Food donated

The Foodbank has 'drop boxes' in Tesco, Waitrose and the Co-op Stores which are collected weekly. This, together with the two, three-day collections at Tesco, Eynesbury in July and November made up 69% of the total donations. Tesco then give a 20% financial 'top up' of

the weight of food collected. A number of churches, schools and businesses also donate food throughout the year.

The total amount of food collected this year was 14,165 kg and over the year to 31 March 2017 the amount of food distributed was 15,244 kg.

At the end of February 2017 the stock level at the stocktake was 2,340kg. Stock is valued at £1.68 per kilo as advised by the Trussell Trust. Therefore, the value of food held in stock at this time was £3,931.

3.5 Publicity

Publicity has contributed to the success of the Foodbank. Trustees and volunteers have given presentations to a number of organisations including parish councils and the WI as well as to church groups. There has been communication via the St Neots Foodbank website, Facebook and Twitter.

3.6 Volunteers

The Foodbank is run entirely by volunteers and it is estimated that they have donated about 4000 hours of time. This has included manning supermarket collections, transporting food from the warehouse to distribution centres, running the four distribution centres, the warehouse and office.

Much of the day-to-day operation of the Foodbank has been run by a small management committee, which is made up of office and warehouse staff, representatives of the distribution centres and two trustees. The group meets bi-monthly to ensure the smooth operation of all facets of the Foodbank.

Two training sessions have taken place in the year, one in April 2016 and the other in February 2017, for new volunteers with a total of 18 attendees. The purpose was to give volunteers an understanding of the Trussell Trust and aspects of the operation of St Neots Foodbank as well as training in listening to clients, signposting and safeguarding.

A volunteer 'Thank you' lunch took place in October with over 40 volunteers attending. We were able to give volunteers an overview of the national foodbank statistics as well as those local to St Neots. Volunteers contributed to providing useful signposting information for clients, which was sent to each distribution centre. Vouchers were provided by Tesco and Waitrose and food donated by the new Aldi, which almost covered the cost of event.

4. FINANCIAL REVIEW

4.1 Principal sources of funds

Donations for general purposes of £3,204 were received, in addition to £1,498 from the Trussell Trust, being from top-up payments based on the value of food donations made at Tesco. The latter is designated by the Trustees for the purchase of food. There was a small net deficit for the year of £335.

4.2 How expenditure has supported the key objectives of the charity

Most of the resources used by the Foodbank to achieve its objectives are donated in the form of the time offered by volunteers in the Distribution Centres and Warehouse, the buildings and other facilities offered either free-of-charge or at greatly reduced cost by partner organisations (including churches for the use of buildings for Distribution Centres and meetings, Brittain's Furnishers Ltd for the use of the warehouse and Tesco), and the gifts of food by the public – e.g. the nominal value for the food gifts in the year was £23,855 which compares to the financial expenditure of £5,037.

It is necessary to pay for the core running costs of the Foodbank in order to enable its objectives to be achieved. This year only £171 was needed to supplement donations of food. The Foodbank's operations are audited regularly by the Trussell Trust and the accounts are independently examined.

A gift was made to the 'Make Lunch' project, of £706, being the tithe set aside from the 2015/16 donations received. A tithe of £470 has been set aside from this year's donations.

There was a modest reduction in reserves which were £13,804 at the end of the year. This is equivalent to between 5 and 6 months-worth of expenditure, plus donations of food received.

5. ACKNOWLEDGEMENTS

This report has described the operation of St Neots Foodbank during the year 1st April 2016 to 31st March 2017. The trustees have again been truly grateful to groups and individuals in terms of donations of food and finance, people who hold vouchers, the local churches and to all those who have helped to make this year a success. Tesco have continued their support of our and other network foodbanks by means of the twice-yearly food collections and cash top-ups. Brittain's Furnishers Ltd continues to provide us with office and store space in its warehouse, at a much-reduced rent. We are indebted to our many volunteers, without whom the foodbank could not operate. In particular, we depend heavily on the hardworking and always-cheerful three key volunteers who run the foodbank on a day-to-day basis – Adrienne Dunn, Rona McCormick and Lynda Cronin.

ST NEOTS FOODBANK
CHARITY NUMBER: 1154018
RECEIPTS AND PAYMENTS ACCOUNTS
YEAR ENDED 31 MARCH 2017

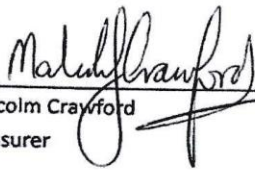
	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2016/17	Total 2015/16
	£	£	£	£	£
Income					
Voluntary Income:					
Donations (see note)	3,204	1,498		4,702	7,056
Grants	0	0		0	2650
Total Income	3,204	1,498		4,702	9,706
Expenditure					
Business Rates	0			0	631
Warehouse costs	2,000			2,000	1,500
Network Donation	385			385	360
Printing and Stationery	248			248	156
Insurance	247			247	238
Warehouse equipment	132			132	410
IT & Office Equipment	50			50	1,239
Workwear	0			0	128
Telephone	599			599	429
Purchase of food		171		171	345
Travel Expenses	67			67	88
Sundry Expenses	432			432	185
Gifts to partner charities		706		706	536
Total Expenditure	4,160	877	0	5,037	6,244
Net Movement of Funds	-956	621	0	-335	3,461
Provision for gifts to partner charities 2016/17	-470	470		0	0
Add: Funds brought forward	6,729	7,410	0	14,139	10,678
Funds carried forward at 31 March 2017	5,303	8,501	0	13,804	14,139

STATEMENT OF ASSETS AND LIABILITIES

AT 31 MARCH 2017		Total March 2017	Total March 2016
	£	£	£
Current Assets			
Cash at Bank & in Hand	13,804		14,139
Total Current Assets		13,804	14,139
Funds of the Charity			
Unrestricted Funds		5,303	6,729
Designated Funds			
- Tithe 2016/17		470	706
- Tesco's Top Up		8,031	6,704
Restricted Funds		0	0
Total Funds		13,804	14,139

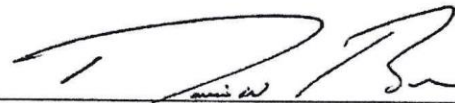
Note. In addition donations of food weighing 14,200kg, with a value of £23,855, were received

I confirm that these accounts are in accord with the books of the
St Neots Foodbank


Malcolm Crawford
Treasurer

Date: 8th August 2017

I certify that I have verified the above accounts and find them to be
a true and accurate record of the St Neots Foodbank
accounts for the year ended 31st March 2017


David Brown FCA
A1 Lifestyle Accounts Limited

Date: 8th August 2017