



Basingstoke Foodbank

TRUSTEES' ANNUAL REPORT

For the period 1st October 2016 to 30th September 2017

The Trustees present their report with the financial statements of Basingstoke Foodbank for the year ended 30th September 2017.

Charity Name

Basingstoke Foodbank

Registered Charity number

1154319

Registered office

C/o Trinity Methodist Church
Sarum Hill
Basingstoke
HANTS
RG21 8SR

Charity Trustees

Phil Thomas Chairman
G. Sherwood Treasurer
P. L Vallance
A.D. Dossett
Adrian Webb
Jeanne Hiscock

Bank

NatWest Bank Plc
3, London Road
Basingstoke
RG21 7NS

1. Structure, Governance & Management

1.1 Governing document

Basingstoke Foodbank is a Charitable Incorporated Organisation whose only voting members are its Trustees. The trustees adopted a constitution on 30th July 2013 in accordance with the ‘foundation model’ published by the Charity Commission.

Basingstoke Foodbank achieved registered charitable status on the 23rd October 2013 and its registered charity number is 1154319

1.2 Trustee selection and management

The charity is managed by a board of Trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. When selecting Trustees, the charity aims to ensure there is a range of relevant skills and that Trustees reflect the range of church denominations that support the charity.

Trustees are appointed after interview with existing Trustees and if they are not already familiar with the workings of the Foodbank, formal visits to the organisation will be arranged to ensure they understand its vision and values.

The trustees meet once every 2 months to review performance and monitor the achievement of objectives. Trustees approve a budget for the current and next financial years and the Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure against forecasts.

1.3 Related Organisations

Basingstoke Foodbank is affiliated to the Trussell Trust which is based in Salisbury. The Trussell Trust helps churches and Christian based community groups to open new Foodbanks nationwide.

1.4 Management Structure

The Trustees meet every 2 months.

In addition, we have an Operations Team that has evolved from the Management Team of volunteers who meet every 2 months to oversee all aspects of the day-to-day running of the Centre and Volunteers. This comprises;

- Operations & Development Manager
- All Centre Managers
- A Centre Volunteer who helps with agency partnership work, and is the Centre’s Safeguarding Officer.
- A volunteer with responsibility for the Centre’s ‘Signposting’ activities
- 2 representative volunteers responsible for stock and storeroom activities.
- 1 Trustee who reports to the Trustees and feeds back any Trustee decisions and requirements.

The Operations & Development Manager is responsible for overseeing the administration of the Foodbank, recruitment of new volunteers, community

networking, communications between the Operations Team, Volunteer Fundraiser, all Volunteers and the Trustees, and co-ordination of events and training.

1.5 Management of risk

The Trustees have adopted a range of policy documents to manage and minimise risk. These include policies covering issues such as Health & Safety, Data Protection, Safeguarding and Lone Working.

Training is delivered to existing volunteers through 1 or 2 afternoon events a year and through a formal induction programme for new volunteers. Volunteers also have regular information and guidance on working practises disseminated to them via the Centre Managers and the Operations & Development Manager.

2. Objectives, Aims and Activities

2.1 Charitable Objectives

The charity's objectives for the public benefit are to relieve the poverty of people in the Basingstoke and surrounding area who are in conditions of need, hardship or distress, in such ways as the Trustees shall from time to time think fit.

2.2 Aims

Basingstoke Foodbank aims to relieve poverty through the provision of food and toiletries to those in crisis, in partnership with local frontline care agencies who refer clients in crisis to us. By signposting people when they visit the Centre to care agencies, advice services and other support agencies, we aim to help seek resolutions to their immediate crisis which is causing their need to use the Foodbank. Anyone in 'food crisis' can be referred to the Foodbank, regardless of their background, race or beliefs.

2.3 Main Objectives for the year

- To continue to raise awareness of the Foodbank in Basingstoke, Tadley and surrounding villages widening access to our service, and communicating our need for food and financial donations.
- To manage the supply of donations to meet the demand for food.
- To find new or additional storage options to meet the need for extra warehouse space.
- To continue to enhance our signposting service for clients who attend the Centre
- To continue to source funding streams.
- To improve the Foodbank's availability to those in crisis throughout the region.

- To explore the possibility of a ‘Budgeting Assistance’ service at the Centre in response to increased debt issues reported by Trussell Trust Foodbanks after the roll out of Universal Credit by the DWP.

2.4 Strategies for achieving the objectives

- Increase the number of warehouse and supermarket volunteers to assist with the influx of donations particularly through the Autumn/Winter season.
- To review a feasibility survey of client need in the Tadley and surrounding areas, and if necessary, to launch a pilot satellite centre in Tadley.
- To maintain sufficient funding levels to sustain the Foodbank’s operation for approx. 12 months
- To monitor the use of vouchers from existing frontline agency partnerships, and to make contact with additional agencies who could widen access to our emergency service throughout the community.
- To improve our multimedia communications and awareness raising to churches, businesses, organisations and individuals in the community.
- To train a new part-time Administrator.
- To establish and train a small number of volunteers in the use of the Citizen’s Advice online’s ‘Budgeting Tool’ with a view to launching pilot Budgeting Assistance appointments at the centre.
- To establish a new Drop-in with the Citizen’s Advice to enhance support and signposting of additional help for clients who visit the Centre.

2.5 How the Foodbank works

- Non-perishable food is donated by the community to the Foodbank. This is checked that it is in date and not damaged. It is then weighed and sorted & stored by type and date.
- Clients in food crisis are issued with a Basingstoke Foodbank Voucher by one of our Partnering Agencies
- Clients bring their voucher to the Centre within 3 working days (approx.)
- Volunteers discuss food allergies, food preferences, cooking facilities or lack of these, etc, with clients prior to packing up bags of food for them. The Foodbank uses set lists of suggested food and appropriate quantities provided by the Trussell Trust who use nutritionists to advise on what would provide a nutritionally balanced diet of food for 3 days.
- Volunteers have a sympathetic, non-judgemental, listening approach. They spend time with clients signposting to other appropriate agencies, and sensitively offer prayer for clients where appropriate.

2.6 Public Benefit

The Trustees confirm that they have referred to the Charities Commission’s general guidance on public benefit when reviewing the charity’s aims and objectives, and in planning future activities.

3. Achievements and Performance

3.1 Summary of the year's activities

3.1.a We greatly appreciated the continued support and expertise A. Taylor offered as a Trustee until the end of '16 whilst P Thomas familiarised himself with his role as Chair of the Trustees.

3.1.b V. Taylor handed in her resignation as a Trustee in the Autumn of '16 but continued as a weekly volunteer in the Centre. J. Hiscock, a weekly volunteer in the Centre, and A. Webb, a long-term supporter of our Foodbank, both accepted invites by the Trustees to join the Board. We currently have 3 churches represented on the Board of Trustees.

3.1.c A new Administrator paid weekly (7 hours), commenced work alongside the Operations & Development Manager and half day volunteer Administrator in September '16 with a particular focus on developing our multi-media communications.

3.1.d Following a feasibility study, a 6 month pilot satellite centre was opened every Thursday from 12.30pm – 2pm commencing 4th May '17 in the Immanuel Centre which is part of Tadley United Reformed Church. Our gratitude was communicated to the URC for offering this facility at no charge.

3.1.e Following a survey of responses from clients visiting the centre about budgeting needs, a pilot 'Budgeting Assistance' service was launched in the Centre on the 5th May '17. Clients were invited to book an informal appointment with 2 or 3 trained budgeting volunteers.

3.1 f During the fifth year, volunteer numbers grew in the Centre, Storeroom and on supermarket days, and partnering agencies grew to 75+. Churches supporting the Foodbank regularly continue at about 58, and the number of schools and businesses holding 'Harvest' or 'Christmas hamper' events increased slightly.

3.1 g The additional space provided by increased shelving in the Trinity storeroom helped with the influx of donations through the Autumn of '16, however adjustments to the space available in both the small, and main store areas were still not sufficient to manage the quantity of donations.

3.2 Recipients of food

In our fifth year 1,826 vouchers were redeemed at the Foodbank Centre and we provided 3,673 people with 3 days' worth of food.

The top 5 reasons for crisis continue to be: benefit delays, low income, benefit changes, homelessness and debt. Other reasons for crisis included; domestic violence, sickness, delayed wages and child holiday meals.

The largest recipient group for Foodbank support continued to be single people which increased this year from 54% to 56%, single parent numbers remained the same at 16%, families decreased by 3% to 11%. Households with 2 adults remained at 12%.

3.3 Food donated

The food we have distributed has continued to come mainly from regular donations from the churches who support us, members of the public dropping off food during opening hours, and our 2 permanent supermarket collection crates in Tesco Chineham, & Sainsburys Tadley. Seasonal donations from Primary schools during Harvest has again increased this year. A growing number of local social groups, children's groups and companies have held one off food collections during the year, particularly helping with Christmas hamper items.

41.7 tonnes of food were donated this year. 38.9 tonnes of food were distributed through the year - an increase of nearly 4.5 tonnes. Several organisations who also supported vulnerable people in crisis within the community were donated food from the Foodbank including the Women's Refuge and Camrose. Two significant donations included 1.3 tonnes to Besom to help prepare Christmas Hampers for families in crisis, many of whom were Foodbank clients, and 215kg of food through the year to an 'emergency cupboard' at the Citizen's Advice in town to provide for crisis situations particularly when the Foodbank was closed.

3.4 Social Media & Publicity

The Facebook page and the more regular publication of our online mailing; 'Foodbytes' has continued raise awareness of our activities and food shortages, and has given us 2 public platforms from which to thank our donors.

3.4 Volunteers

We have continued to increase our number of centre, storeroom volunteers and seasonal 'ad hock' volunteers throughout the year as our activities have expanded.

4. Financial Review

4.1 Main Funding sources

We have been very generously supported with grants and donations by a wide range of individuals in the community including churches, schools, other faith groups, and local companies through special events and sponsored activities.

4.1.a In April/May some volunteers again managed a 2 week 'Rotations Charity Shop' in Whitchurch supported by our Fundraising Manager; P.Murphy. This raised £2,383

4.1.b Our Fundraising Manager's initiative to involve Sandford Springs Golf Club in fundraising throughout 2016 raised a final total of £9343 and the club ran a further event in the summer of 2017 and raised £1617.

4.2 How Expenditure has supported the key objectives of the charity:

In this fourth year, there have been on-going running costs including rental of the Foodbank Centre hall and store room, salaries for the Operations & Development Manager and a Part-Time Administrator, Trussell Trust franchise fees, insurance and office/administration items.

4.3 The Trustees have set a policy of maintaining unrestricted reserves equivalent to twelve months' expenditure. At present the reserves are at an acceptable level and we are also hoping to acquire some larger premises in the very near future for the Foodbank.

5. Future Developments in line with the Charity's Aims & Objectives

Oct 2017 - Sept 2018

- To review the effectiveness of our signposting activities
- To develop and promote our 'Budgeting Assistance' service.
- Further training and recruitment of volunteers for both Centres, and of Store volunteers
- Continued monitoring and reviewing of agency partnerships.
- Continued awareness raising of fundraising activities to meet our enhanced financial needs.
- Review of the Tadley satellite Centre's effectiveness in supporting locals, and its long-term feasibility.
- A review of the value to our clients of both weekly 'Drop-in' agency sessions at the Basingstoke Centre.
- Refreshed focus on client feedback and suggestions.
- Search for an additional Trustee to join the Board of Trustees.

The Trustees are extremely grateful to everyone in the local community who have provided support and encouragement to this project. The local community has continued to generously give of their time, donations and finance this year to support those in their locality who are experiencing food crisis.

ON BEHALF OF THE TRUSTEES

P. Thomas - Chairman

Date:

BASINGSTOKE FOODBANK

Independent examiner's report to the trustees of Basingstoke Foodbank

I report on the accounts of the Charity for the period 01 October 2016 to 30 September 2017 which are set out on the following pages.

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Name: Mrs Colleen Eldridge

Signed: *Col. Eldridge*

Address: 1 Watling End, Hatch Warren, Basingstoke, Hampshire RG22 4TP

Date: 06.03.2018



Receipts and payments accounts

CC16a

For the period
from

Period start date

01/10/2016

To

Period end date

30/09/2017

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	16,605	-	-	16,605	14,277
Charitable Grants	1,000	5,450	-	6,450	5,750
Charity Capt's Golf Year 2016	4,044	-	-	4,044	8,024
Tesco To Up's 2016-2017	2,680	-	-	2,680	4,110
Gift Aid Claimed	819	-	-	819	673
Rotations Charity Sop	3,154	-	-	3,154	2,945
Charity Golf Day 2017	3,280	-	-	3,280	-
Other Fund Raising	2,647	-	-	2,647	2,653
Petty Cash	-	-	-	-	60
Sub total (Gross income for AR)	34,229	5,450	-	39,679	38,492
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	34,229	5,450	-	39,679	38,492
A3 Payments					
Employment Costs	10,270	2,080	-	12,350	9,929
Charity Capt's Golf Year 2016	-	-	-	-	2,746
Rotations Charity Costs	-	350	-	350	410
Rent of Building	6,900	-	-	6,900	6,900
Basingstoke Centre Costs	1,302	704	-	2,006	1,321
Admin & Support Costs	1,251	-	-	1,251	1,000
Charity Golf Day 2017	1,663	-	-	1,663	-
Tadley Centre Costs	7	650	-	657	-
Van Hire Supermarket	-	-	-	-	-
First Aid Training	-	210	-	210	-
Other Fund Raising Costs	210	-	-	210	-
Sub total	21,603	3,994	-	25,597	22,306
A4 Asset and investment purchases, (see table)					
	-	-	-	-	2,814
	-	-	-	-	-
Sub total	-	-	-	-	2,814
Total payments	21,603	3,994	-	25,597	25,120
Net of receipts/(payments)	12,626	1,456	-	14,082	13,372
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	31,776	1,320	-	33,096	19,724
Cash funds this year end	44,402	2,776	-	47,178	33,096

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at Bank	44,282	2,776	-
	Petty Cash	120	-	-
			-	-
	Total cash funds (agreed balances with receipts and payments account(s))	44,402	2,776	-
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Racking and Shelving	Unrestricted	-	2,128
	Lap Tops & Printers	Unrestricted	-	488
	Trolleys Steps and Scales	Unrestricted	-	148
	Corkboards & Roller Banner	Unrestricted	-	166
	Misc Items	Unrestricted	-	145
				3,075
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Amount Due to HMRC		395	19.10.17
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

BASINGSTOKE FOODBANK

Registered Charity Number 1154319

NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2017

These accounts are prepared on a Receipts and Payments basis, with all revenue and expenses shown on a cash basis. Non monetary assets and liabilities are shown as estimates of the value at the end of the year.

The CIO has two funds: an unrestricted General Fund and a Restricted Fund.

The latter is a restricted fund comprising grants received from the following not fully expended.

Burlington Renovations	£346.00	(For Trolleys and Steps)
B&DBC "Have your say Grant"	£370.00	(Van Hire for Supermarket Collections)DBC
HCC Councillor	£500.00	(For Lap Top for Centre)
Comic Relief Fund	£1200.00	(For Extra Storage Space)
B&DBC "Have your say Grant"	£50.00	(Balance remaining for First Aid Training)
TOTAL Restricted Grants	£2466.00	

The CIO has no outstanding guarantees to third parties nor any debts secured on the assets of the CIO

No remuneration was paid to any trustee. Travel expenses totalling £39.15 were paid to our Operations Director
This was paid from our General Fund.