



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	Month05	Year2017		Day30	Month04	Year2018

Section A Reference and administration details

Charity name

KIDDERMINSTER FOODBANK

Other names charity is known by

Registered charity number (if any)

1159223

Charity's principal address

BAXTER CHURCH

BULL RING

KIDDERMINSTER

Postcode

DY10 2AA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	ANDREW MANN-RAY	CHAIRMAN		
2	SHIRLEY SURRIDGE	SECRETARY		
3	MAUREEN LEWIS	CO-ORDINATOR		
4	DENISE CARTER	TREASURER		
5	PETER EDWARDS	TRUSTEE		
6	ANN LLOYD	TRUSTEE		
7	TIM WILLIAMS	TRUSTEE		
8	NANCY KNOTT	TRUSTEE		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	INITIAL TRUSTEES APPOINTED BY STEERING COMMITTEE CHURCHES TOGETHER IN KIDDERMINSTER, NEW TRUSTEES REPLACED BY ELECTION

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Originally Foodbank number 188 under the umbrella of the wider Trussell Trust Charity, and registered under Churches together in Kidderminster in May 2013. Became independently registered in November 2015 as Kidderminster Foodbank. But remains under the organisational structure of the Trussell Trust policies and procedures.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the CIO is to relieve persons in the district of the Wyre Forest and the surrounding areas that are in financial hardship in such ways as the Trustees from time to time think fit, in particular, but not exclusively : by providing emergency food, essential toiletries and household items to individuals and families in need of/or for distributions by charities or other organisations working in Britain to prevent or relieve poverty. Such other means, including (but not limited by) the provision or signposting to relevant information and other advisory services.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In setting our objectives and planning our activities, Trustees have given careful consideration to the Charity Commission public benefits guidance. The foodbank is required to operate within the legal constraints commonly associated with a small business, plus those required by the Charity Commission. These include the Health & Safety at 'Work Act 1974. The storage of food as laid down by the Environmental Health and Food Standards Agency, Insurance to cover the activities of the charity, public, product and building and contents insurance.

Kidderminster Foodbank is a voluntary based, Christian charity but open to all who need food, and are going through a crisis. We are open 3 days a week, Monday, Wednesday and Friday, and we service towns throughout the Wyre Forest and outlying counties as far as Staffs and Shropshire.

90% of the food we receive is donated by the public either directly to us via churches, schools, local businesses, voluntary organisations and individuals, .or from other outlets such as donation boxes at supermarkets. The food is collected, dated and stored rotationally. Shortages are covered by buying in as necessary using the foodbanks' finances, money which has been donated by the public.

3 days food is provided for each person, using a Voucher Scheme patented by the Trussell Trust. Everyone who comes to the foodbank has been referred by a frontline care professional ensuring that the need is genuine

Those who come are welcomed, offered a drink, and thereby we are given an opportunity to signpost them to further help. The food is bagged up and given to the person, using a picking system, to ensure they have a well-balanced variety of ambient food sufficient to help them through an immediate crisis. When available, they are offered fresh food, which has been stored in the correct way by Food Standards. They can be given up to 3 more vouchers by the referral agent over a 6 month period, if they are considered to be in need for longer. We have no paid staff, but all volunteers undertake a training in Health and Safety , Manual Handling and Safeguarding.

Foodbank clients are also offered the opportunity to attend a Job Club once a week, with computer help and CV writing.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

At present we have 50 regular volunteers, many with a range of different talents, a CAB trained lady, once a week, retired nurses and safe-guarding officer, and dietician who are able to give help and advice. The Trussell Trust provide a data system, which provides us with the printed vouchers and enables us to keep a safe record of figures and clients details, and ensures as far as possible that the methods we use are safe and efficient according to Data Protection Services. We are registered with the ICO.

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Section D

Achievements and performance

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Summary of the main achievements of the charity during the year

The foodbank has been a busy as usual, Since our last report we have fed 2837 people including 1074 children. This was an increase of 200 over last year. Many more single men and women, most unemployed and/or with babies. Problems with benefits being the main reason, the introduction of Universal Credit being one of these. . We have increased the number of our referral agents who give out the vouchers, this is now 100, so we are reaching and able to help more clients. Our food donations have also increased, so we are able to meet this increase so far, but we are still having to buy in certain shortages, but our reserves are still good. We offered 6 weeks breakfast and lunch to those children who normally have school meals, during the school holidays. And this was taken up by 35 families with up to 4 children each.

The public responded wonderfully when we suffered a break-in at the beginning of the year, and we were soon up and running again, with added security including alarm system, all done for free . We continue to run a lunch club on a Tuesday morning for the elderly, those in need, or on low income. We are then able to use some of the food we have been donated by a local supermarket, in their reduced wastage campaign

The homeless situation has not improved there were 119 vouchers giving homelessness as the reason for needing the food. We are grateful for other charities such as Nightstop, Axis and St. Basils who offer a roof over their heads. . . .

Our Job Club which runs every Friday morning, alongside the foodbank continues to be very successful in helping people apply for jobs, write CVs and complete Benefit forms and attend court with clients to help them put their case for review.

Our donations have been fantastic this year, with the present Harvest bringing in over 3 tons of food, too much baked beans and pasta as usual, and we still have to spend some money topping up with the more essential things. We had over 38 tons of food donated, but of course have given out over 35 tons, but we are keeping a good balance of stock of 13 tons at present, so that is a good position.

Financially as I say our finances are looking stable, we were in a small deficit last year, but with the wonderful donations as result of the break-in, we have a nice balance of £4000 excess income over expenditure this year, although as I say we still have to top-up food and pay for items such as carrier bags.

Section E Financial review

Brief statement of the charity's policy on reserves

At present we have reserves of £20299 This provides a good cushion for the future and would probably cover costs for at least the next two years

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal sources of funds are from Churches and societies, businesses, organisations, trusts and individuals We do some external fund-raising, with collection boxes twice a year at a supermarket. We have applied for Grants in previous years, but this year again we were not successful. We have a website and we use social media to update our shortages and immediate needs.

In order to support the key objectives of our charity, our major expenditure is on renting the premises for the foodbank and buying in food supplies when we are short. Also the cost of broadband to download the data system from the Trussell Trust to ensure the safe use of our clients details, has increased this year. Other small administrative costs are insurance, office equipment and transport expenses (as we do cover the mileage costs for picking up the food from donors.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew Mann-Ray	Shirley Surridge
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date		

KIDDERMINSTER FOODBANK ACCOUNTS 2017-2018

<u>INCOME</u>	<u>2017-2018</u>	<u>2016-2017</u>
Churches & Societies	£3,871.97	£3,365.60
Individual donations	£3,345.00	£1,339.00
Other Organisations	£1,215.35	£805.00
Councillors	£1,200.00	£200.00
Trussell Trust	£2,812.06	£1,295.08
Frayne & other trusts	£1,250.00	£1,000.00
Solicitors	£1,100.00	
TOTAL	£14,794.38 note 1	£8,004.68
<u>EXPENDITURE</u>		
Rent	£6,000.00	£6,000.00
Supplies	£1,122.35 note 2	£1,665.06
Communications	£289.09	£401.45
Miscellaneous	£75.31	£143.00
Transport	£1,031.00 note 3	£732.50
Office	£192.55	£29.00
Equipment	£738.39 note 4	£747.38
Insurance	£241.76	£229.47
Trussell Trust	£720.00	£720.00
TOTALS	£10,410.45	£10,667.86
Excess income over expenditure	£4,383.93	£2,663.18 (Deficit)
Balance B/F from 2016-2017	£15,915.47	
Balance C/F to 2018-2019	£20,299.40	

1. increase in giving due to break in
2. increase in buying top up food
3. more collection points including Waitrose in Stourbridge
4. filing cabinets, torches, storage boxes, workwear