



Annual Report & Statement of Accounts

For the year to March 31st 2018

Registered Charity No: 1159856



KEYNSHAM FOODBANK

Annual Report for 2017 – 2018.

The Keynsham Foodbank was established and operational from September 2013 under the Trussell Trust Foodbank Network banner. In 2015 it became a Charitable Incorporated Organisation. The Keynsham Foodbank does not employ any paid staff. All those involved are volunteers. Operating the Trussell Trust model of foodbank its service is delivered through the following;

Warehouse.

The warehouse is a redundant classroom provided free of charge at Broadlands Academy, St Francis Road, Keynsham. This has a regular team of four including the warehouse manager, and her deputy. It is open on a Tuesday for just one and a half hours between 3.30pm and 5pm. During this time food donations are received having been collected from the two supermarket drop boxes, one each at Waitrose and Tesco in the town. All stock is weighed in and shelved in 'use by' date order.

The team then put up the replenishment orders for the three Distribution Centres. They also fulfil orders for a School Holiday Voucher Scheme.

The collection from the supermarkets, delivery to the warehouse and the delivery of the replenishment orders is the task of a separate team working on a rota under a team leader.

Where our stock is approaching a 'use by' date we have partnerships with a few other organisations who are able to take such stock from us and be able to use it by the 'use by' date.

Where necessary such stock that is within three months of its 'Use By' date and is not damaged can be put in the 'Help Yourself' boxes at the distribution centre to be taken by clients but it can also be taken by volunteers if they so wish (this is conforming to guidance issued by the Trussell Trust).

Distribution Centres

Victoria Methodist Church – Key Centre, High Street, Keynsham. This centre is open on a Monday between 1030 and 1200 and is staffed on a rota basis but always including the manager or her deputy or both. Normally a team of three or four. They have a useful, prominent High Street location. The use of the premises is given for free.

St Francis Church, Warwick Road, Keynsham This is perhaps the busiest centre and is open every Thursday between 1000 and 1200. Staffed by the manager or deputy manager, who operate a week on/week off system and are supported by three or four volunteers.

St Mary's Church Hall, Saltford This is our newest distribution centre and is open on a Friday between 1030 and 1200. As with the others there is a manager or deputy and two or three other volunteers each session.

Meetings

Project Group meetings take place on the morning of the second Friday of the month at the local Baptist church. These are attended by the Chairman/Co-ordinator, his deputy, the administrator, treasurer, warehouse manager and her deputy, the three distribution centre managers and their deputies, the professionals link officer and the resources officer. All have varying professional backgrounds and thus bring a great deal of experience to the table and this ensures a very efficiently run operation.

The web master only attends when necessary but deals with all requests for alterations and additions to the web site. Whilst not part of the management group we have two volunteers who support the foodbank within the normal scheme of things but also advise, one data protection and then other on Health and Safety. All meetings are minuted.

Emergency Food Supplies

We have established three emergency supply points. One is within a nursing home complex and serves the need between 2000hrs and 0800. The other Keynsham one is in a commercial supply business that is open from 0700hrs and 1700hrs.

Professionals are briefed that they must collect the food themselves from the appropriate point and must not take the client with them.

Professional Partners

We have 114 agencies who issue the vouchers to those in food crisis.

Facts and Figures re the food.

2017-2018

People Fed 400 children 441 adults

Stock received 9811.1Kg

Stock distributed 8555.44Kg

Finances

The foodbank is financially viable and that is likely to continue under the current circumstances thanks to all of our operations sites being free of charge. We pay a small charge for our meeting room but recently the church has made a donation back to the foodbank.

Volunteers

The whole operation is staffed entirely by volunteers. The numbers vary and we do not keep an historic record of volunteer numbers but at the time of compiling this report (June 2018) we have some 90 volunteers.

Whilst the Trussell Trust is a Christian based organisation we believe that the strength of the Keynsham Foodbank is the mixture of Christians and non Christians but all are humanitarians. The ability to become a volunteer is inclusive of any, gender, orientation, race or religion for its volunteers and indeed for its clients. The foodbank has a link to Churches Together in Keynsham and Saltford

Going Forward

In the coming year the foodbank hopes to run further cooking and financial budgeting courses for existing clients and to help prevent others from needing the foodbank. This is building on the successful course last year.

Since we began we have anticipated that with the roll out of Universal Credit there would be a much greater demand on the services of the foodbank. This anticipation was sadly not disappointed, as Bath & North East Somerset Council moved fully to Universal Credit the demand on our service did escalate. However we were more than able to rise to the challenge from our plentiful stock holding thanks to the generosity of the community.

Whilst the benefit change had its impact our greatest client base comes from those who are employed but on a low wage.

Strapline

No one should go to bed hungry.

Alan Hale

Chairman/Coordinator

Keynsham Foodbank. June 2018.

KEYNSHAM FOODBANK

Annual Accounts

For

Year ended 31 March 2018

Keynsham Foodbank – Summary of Income for period 1st April 2017 – 31st March 2018

Donations and Grants

	2017-18	2016-17
Tesco top-up (via Trussell Trust)	£865.08	
Recovery of Eat Well Spend Less courses	£252.60	
Donation from “Bread over Bombs” (Longwell Records)	£300.00	£1500.00
Donation from 2 nd Keynsham Rainbow group	£150.00	£140.00
Donation from Mr & Mrs Garvey	£150.00	£200.00
Donation from UNUM	£200.00	£20.00
Other donations	£55.00	
<u>Total Income</u>	£1972.68	£1860.00

Keynsham Foodbank - Summary of Expenditure from 1st April 2017 to 31st March 2018

Purchase of Equipment

	2017-18	2016-17
Printer plus ink		£140.00
Drop Box Signs (Tesco & Waitrose)		£220.00
A-boards and cabinets (Saltford)	£548.40	
Lanyards	£219.60	
Weighing machine	£65.00	
Stepladders (3No)	£186.00	
Safe cabinet	£18.99	
Load carrier and exit signs	£77.99	
Phone (Alan Hale)	£20.00	
Sub total	£1135.98	£360.00

Administration Costs

Office supplies and sundries	£321.17	£371.73
Trussell Trust annual subscription fee	£360.00	£360.00
Zurich annual insurance	£204.45	£194.06
Data Protection annual fee	£35.00	£35.00
Room Hire – Keynsham Baptist Church	£145.20	£151.20
Safeguarding manuals (4No)	£60.00	
Posters for audit	£175.00	
St John's xmas tree festival fee	£25.00	
Sub total	£1325.82	£1111.99

Extra Food Requirements

Food for Eat Well, Spend Less courses	£79.44	£173.05
Top-up food for warehouse	£870.62	£928.62
Food for volunteer evening	£163.01	£172.45
Sub total	£1113.07	£1274.12

Total expenditure	£3574.87	£2746.11
--------------------------	-----------------	-----------------

Keynsham Foodbank Balance Sheet for 1st April 2017 to 31st March 2018

Balance on 1/4/2017 **£16060.73**

Income

Donations and Grants £1972.68

Total Income **£1972.68**

Expenditure

Purchase of Equipment £1135.98

Administration Costs £1325.82

Extra Food Costs £1113.07

Total Expenditure **£3574.87**

Balance on 31/3/2018 **£14458.54**

2017 Balance + Income **£18033.41**

2018 Balance + Expenditure **£18033.41**

Michael Knight
Treasurer
November 2018