



REGISTERED CHARITY NUMBER: 1154018

1ST APRIL 2017 TO 31ST MARCH 2018

Cambridgeshire PE19 2TQ

Operating address

Unit 2B
Brittains Warehouse
Little End Road
Eaton Socon
St Neots
Cambridgeshire PE19 8JH

Charity Trustees as of 31st March 2018

	Office	Church represented
Dr 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 Andrea Lees		Open Door Church
Mrs Jennifer Henderson		United Reformed Church
Dr David Pacini		St Joseph's Roman Catholic Church
Mrs Carol Way		St Mary's Parish Church, St Neots
Mrs Kelly Buckley		St Neots Evangelical Church
Dr Barbara Spencer		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 2017 TO 31ST MARCH 2018

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 October 2017 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 have been incorporated into our annual Action Plan.

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 four 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 October 2017.

2.4 Key decisions and events during the year

a. The trustees updated the two existing policies, namely Health & Safety and Safeguarding.

b. The trustees wrote and ratified a number of new policies:

- Complaints
- Dignity at work
- Enhanced signposting
- Equal Opportunities
- Financial reserves and investments
- Fraud
- Trustee Induction
- Managing volunteers
- The trustees began writing a new Data Protection Policy in line with the GDPR.

- c. The trustees agreed to apply for a grant of £750 from the Trussell Trust to fund setting up the new programme, “MoneyLife”. This is an enhanced sign-posting service to clients to help them discover which State Benefits they are entitled to.
- d. The trustees conducted a “Skills Audit” of the Board
- e. The trustees agreed to start a “Greengrocery voucher scheme”, which allows clients with families to redeem a voucher at local greengrocer for £5 worth of fresh fruit and vegetables.
- f. The trustees decided to accept the offer of a formal lease for our office/warehouse from Brittain's Furnishers Ltd.

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 Charities 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

This year St. Neots Foodbank has been increasingly busy, with a greater number of clients using its services and a significant rise in the amount of food donated. We continue to donate short dated and damaged stock to the Need Project in Central Bedfordshire. We have supported a number of other groups, including Paines Mill and Three Pillars.

In addition we have provided food for a new Holiday Lunch Club at St Mary's, Eaton Socon, where 20-30 people have been given lunch on a weekly basis during school holidays.

We extended our summer parcel initiative and asked all voucher holders to nominate those who they felt would benefit from extra food for the holiday period. This resulted in 77 parcels being given out. We similarly continued with our Christmas hampers and gave out 125 standard and 42 large hampers containing basic foodstuffs and seasonal produce.

There have been three new initiatives during this year:-

- Having received a generous donation of money from a donor, who was clear that he wanted the money to be used to provide for those in the local community, we set up a pilot greengrocery voucher scheme. Families with children, who come to the Foodbank are given a £5 greengrocery voucher which they can take to Hamiltons (greengrocers) and exchange for fruit and vegetables. We are monitoring the take up of this pilot and trustees will make a decision about its continuation.
- Following a conversation with Richard Hutcheson from Axiom Floating support, he agreed to do a monthly 'drop in' on the first Tuesday of the month at the URC distribution centre. Clients who go to any of our centres can attend. Richard can check clients' benefits, offer support with income and expenditure and assist with tenancy and housing issues.
- Moneylife. We have a trained group of volunteers who run an appointment-based system at St Mary's, Eaton Socon once a fortnight during the Foodbank opening times. This aims to help clients to check whether they are getting all the benefits they are entitled to and if they can access any grants.

We had a very positive report from our Trussell Trust Quality Assessment visit in October 2017 and have addressed minor issues raised as well as looking at and implementing suggested future developments.

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 68, and 642 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 1,415 people (938 adults and 477 children).

The following table provides the breakdown of the crisis types prompting use of the Foodbank for the year to the end of March 2018 (causes attributed by the Voucher Partners). NB Child Holiday Meals and No Recourse to Public Funds are new categories for this year.

Table: Reason for Issuing Vouchers

Crisis	No. Vouchers		Percentage		Adults		Children	
Year	16/17	17/18	16/17	17/18	16/17	17/18	16/17	17/18
Benefit Changes	74	92	17	14	113	141	107	84
Benefit Delays	121	143	29	22	166	213	102	102
Child Holiday Meals	-	3	-	1	-	6	-	9
Debt	58	54	14	8	102	81	49	35
Delayed Wages	8	9	2	2	11	14	7	3
Domestic Violence	20	22	5	3	21	22	21	24
Homeless	21	65	5	10	25	74	4	14
Low Income	78	152	18	24	100	236	99	123
No recourse to public funds	-	11	-	2	-	16	-	13
Sickness	8	40	2	6	12	63	0	31
Other	35	51	8	8	53	72	23	39
Totals	423	642	100	100	603	938	412	477

3.4 Food donated

The Foodbank has 'drop boxes' in Tesco, Waitrose and the Co-op Stores, the contents of which are collected weekly. These, together with the three two-day collections at Tesco, Eynesbury in July and December 2017 and March 2018 made up 65% of the total donations. Tesco then give a 20% financial 'top up' of the weight of food collected. A number of churches, schools, businesses, groups and individuals also donate food throughout the year. Significant donations of food have come from local companies who have made collections for us, particularly for Christmas. Longsands College had a special Christmas collection, where all tutor groups provided a hamper of food and messages for our clients. This provided over 650kg of food.

The total amount of food collected this year was 19,737 kg and over the year to 31 March 2017 the amount of food distributed was 17,861 kg.

At the end of March 2018 the stock level was 3,644 kg. Stock is valued at £1.75 per kilo as advised by the Trussell Trust. Therefore, the value of food held in stock at this time was £6,377. Our stocktake on February 21st was within 1% of the stock amount held on our data base.

3.5 Publicity

Publicity has contributed to the success of the Foodbank. We have issued three newsletters during the year which have gone to all volunteers, voucher holders, churches and those who have asked to be kept informed about our work. Trustees and volunteers have given presentations to a number of organisations, including the Rotary Club, Health Visitors and church groups. We have also delivered lessons in primary schools, had three young people on work experience and had a special evening session for Eaton Socon Cubs group. A number of organisations have visited the warehouse and improved their understanding of the work. 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

We had a volunteer training day on September 26th at St Mary's St Neots. In the morning we had training on signposting led by our Trussell Trust Regional Manager, Jo Stevenson. This was followed by a volunteer lunch, which was attended by about 35 volunteers. In the afternoon we had a trainer from Turn2Us, an online benefits and grant checker, who showed a group, mainly distribution leads, how to use the system. From this we set up our Moneylife project with volunteers who had particular expertise and interest in providing this service.

Warehouse volunteers did a morning's training in February 2018, on Health and Safety, with our Health and Safety trustee and warehouse manager.

4. FINANCIAL REVIEW

4.1 Principal sources of funds

Donations for general (unrestricted) purposes of £6,192 were received, in addition to £2,611 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. The

Trussell Trust also paid a grant of £750 to enable the Moneylife project to be set up at St Mary's Church, Eaton Socon. Another restricted donation of £1,000 was used to provide fresh fruit and vegetables for clients.

In 2018/19 the rent of the warehouse will become more commercial. As a result a donation of £5,000 was also received specifically to assist the Foodbank to pay the rent in 2018/19.

There was a surplus of Unrestricted Funds for the year of £1,888. In addition £2,379 was transferred from Designated to Unrestricted Funds to ensure the Foodbank continues to have sufficient general resources to continue its services.

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 by Tesco), and the gifts of food by the public – e.g. the nominal value for the food gifts in the year was £31,440 which compares to the financial expenditure on other items of £5,748.

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 £562 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 Trussell Trust of £91 to cover their additional costs of supporting the Foodbank.

In total the Unrestricted and Designated Reserves total £22,650 (including £5,000 to cover the warehouse rent in 2018/19) compared with £13,804 a year ago. This is equivalent to 7 months-worth of expenditure, plus donations of food received.

5. ACKNOWLEDGEMENTS

This report has described operation of St Neots Foodbank during the year 1st April 2017 to 31st March 2018. 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 ours and other network foodbanks by means of the twice-yearly food collections and cash top-ups. Brittain's Furnishers Ltd continue to provide us with office and store space in their warehouse, at a reduced rent. We are indebted to our many volunteers, without whom the Foodbank would 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 2018 (Subject to Independent Examination)**

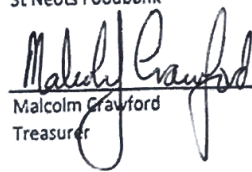
	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2017/18	Total 2016/17
	£	£	£	£	£
Income					
Voluntary Income:					
Donations (see note)	6,192	7,611	1,000	14,803	<i>4,702</i>
Grants	<u>0</u>	<u>0</u>	<u>750</u>	750	<i>0</i>
Total Income	<u>6,192</u>	<u>7,611</u>	<u>1,750</u>	<u>15,553</u>	<i><u>4,702</u></i>
Expenditure					
Business Rates	0			0	<i>0</i>
Warehouse costs	2,200			2,200	<i>2,000</i>
Subscriptions	385			385	<i>385</i>
Printing and Stationery	230			230	<i>248</i>
Insurance	260			260	<i>247</i>
Warehouse equipment	185			185	<i>132</i>
Moneylife			691	691	<i>0</i>
Eat well, spend less	50			50	<i>0</i>
IT & Office Equipment	0			0	<i>50</i>
Workwear	0			0	<i>0</i>
Telephone	715			715	<i>599</i>
Purchase of food/bags		562	100	662	<i>171</i>
Travel Expenses	0			0	<i>67</i>
Sundry Expenses	279			279	<i>432</i>
Gifts to partner charities	<u>—</u>	<u>91</u>		<u>91</u>	<i><u>706</u></i>
Total Expenditure	<u>4,304</u>	<u>653</u>	<u>791</u>	<u>5,748</u>	<i><u>5,037</u></i>
Net Movement of Funds	1,888	6,958	959	9,805	<i>-335</i>
Transfer of Funds	2,379	-2,379		0	<i>0</i>
Add: Funds brought forward	<u>5,303</u>	<u>8,501</u>	<u>0</u>	<u>13,804</u>	<i><u>14,139</u></i>
Funds carried forward at 31 March 2018	<u>9,570</u>	<u>13,080</u>	<u>959</u>	<u>23,609</u>	<i><u>13,804</u></i>

STATEMENT OF ASSETS AND LIABILITIES**AT 31 MARCH 2018**

	£	Total March 2018 £	Total March 2017 £
Current Assets			
Cash at Bank & in Hand	<u>23,609</u>		<i><u>13,804</u></i>
Total Current Assets		<u>23,609</u>	<i><u>13,804</u></i>
Funds of the Charity			
Unrestricted Funds		9,570	<i>5,453</i>
Designated Funds		13,080	<i>8,351</i>
Restricted Funds		<u>959</u>	<i><u>0</u></i>
Total Funds		<u>23,609</u>	<i><u>13,804</u></i>

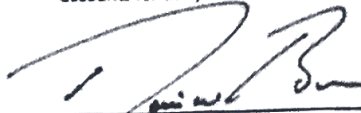
Note In addition donations of food weighing 18,434kg, with a value of £31,440, were received.

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


Malcolm Crawford
Treasurer

Date: 2/10/18

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 2018



Date: 2-10-2018

David Brown FCA
A1 Lifestyle Accounts Limited