



YIEWSLEY & WEST DRAYTON FOODBANK ANNUAL REPORT AND FINANCIAL STATEMENT

YEAR ENDED: 5 APRIL 2018





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Report of the trustees for year ending 5 April 2018

16 January 2017 – 5 April 2018

REFERENCE AND ADMINISTRATION DETAILS

Yiewsley and West Drayton Foodbank present their annual report and audited accounts for the year ended 5 April 2018. We confirm that we have complied with the requirements of the Charities Act 2011, the Charities SORP (FRS 102) and the trust deed.

Our charity functions under a Declaration of Trust dated 9 January 2017 and a scheme which was sealed by the Charity Commissions for England and Wales on 16 January 2017 which included the regulations for appointment of trustees.

Charity Name: Yiewsley and West Drayton Foodbank

Registered Charity Number: 1171141

Charity's Principal Address: St Matthew's Church, High Street, Yiewsley, Middlesex UB7 7QH

Names of the Charity Trustees who manage the charity:

1. Mrs Diane Faichney
2. Mr Robert Charrington
3. Mrs Doris Hughes
4. Mrs Louise Young
5. Miss Petrina Raby
6. Mrs Anne Widginton – from June 2017 onwards

Management Committee:

1. Mrs Carol McKay
2. Mrs Julia Bennett
3. Charity Trustees

Trustee Chair / Management Committee Chair: Mrs Diane Faichney

Project Manager: Mrs Carol McKay

Secretary: Mrs Doris Hughes

Accounts: Mrs Ann Gaffney

Warehouse Address (storage): Space Station, 200 Horton Road, Uxbridge UB7 8HX

Distribution Centres:

1. St Matthew's Church, High Street, Yiewsley, Middlesex UB7 7QH
2. Bell Farm Church, South Road, West Drayton UB7 9LW
3. Crown Church at The Living Room, High Street, Cowley, Uxbridge UB8 2DZ

Type of governing document: Constitution adopted on 9 January 2017

How the charity is constituted: CIO Association Constitution



OBJECTIVES AND ACTIVITIES

Our Aims and Purposes

Our charity's purposes as set out in the objects contained in the constitution are:

the prevention or relief of poverty in Yiewsley, West Drayton and the Heathrow Villages in particular and the surrounding area but not exclusively by providing emergency food supplies, support and advice, to individuals in need and/or charities, or other organisations working to prevent or relieve poverty. And where individuals wish or desire, share the Christian faith in a sensitive and appropriate manner.

Objectives and Activities

Our main objectives for the year is to continue to be committed to relieving persons in Yiewsley, West Drayton and the Heathrow Villages of facing poverty and financial hardship in such ways as the trustees see fit, in particular, but not exclusively, by providing three days' nutritionally-balanced emergency food and support to individuals and families, and by collaborating with other charities, agencies and organisations working to prevent or relieve poverty.

Ensuring our work delivers our aims

We intend on reviewing our aims, objectives and activities on an annual basis. The review focuses on what we have achieved and the outcomes of our work from 16 January 2017 to 5 April 2018. This review examines the success of the charity's main activities and the benefits they have brought to those we are set up to help. The review also helps us ensure our aim, objectives and activities remained focused on our stated purposes.

Who used and benefitted from our service?

Our objects limit us to provide services to members of the community in Yiewsley, West Drayton and the Heathrow Villages in particular and the surrounding area. These areas have some of the United Kingdom's most impoverished communities. The number of people accessing the foodbank is estimated at more than 500 from 24 April 2017 to 5 April 2018.

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on the prevention or relief of poverty in Yiewsley, West Drayton and the Heathrow Villages, and are undertaken to further our charitable purposes for the public benefit.

The core process for providing emergency food and support is churches, businesses and general members of the public donating non-perishable, in-date food to the foodbank. Food has also been collected at 'Supermarket Collections'. Volunteers have then organised the food to check that it is in date and pack it into boxes ready to be given to people in need.

The foodbank works with frontline agencies, such as Doorway Advice Information and Care Service, who hold vouchers, which are used to refer people that they assess as facing financial crisis.



ACHIEVEMENTS AND PERFORMANCE

1. Helping Local People in Need

The benefit of our purpose to support people in need is to feed individuals and families who for one reason or another may have difficulty in feeding themselves and/or their family. Our service improves the ability of families to care for children and achieve goals of being self sufficient.

We've provided ongoing support to clients through one-to-one contact, assessing their needs and sign posting to other agencies or organisations who can address underlying issues of their poverty. We've been able to do this by working alongside the Doorway Service which operates primarily at the Bell Farm Christian Centre and St Matthews Church. The distribution centre has also expanded to Crown Church.

The clients who've accessed the foodbank have been referred to an agency – with the vast majority being referred to the Doorway Service. As a result, underlying issues affecting the clients and their financial situation were identified including homelessness, debt, loss of employment, low or delayed payment of wages, break-up of a family, delays or changes to benefits, asylum seekers etc. Amongst those referred benefits checks were carried out for clients, this led to resuming or applying for benefits. Advice was given to clients in debt to reduce payments to an affordable level and assistance provided to budget. There are a number of individuals in the community who has been supported to get them off the streets, to help bring their homelessness to an end. Support has also been given to many asylum seekers by providing food as they're only receiving NASS money, help is also given to progress their immigration case. As the underlying issues were addressed the need to access the foodbank stopped and clients were more easily able to manage their circumstances.

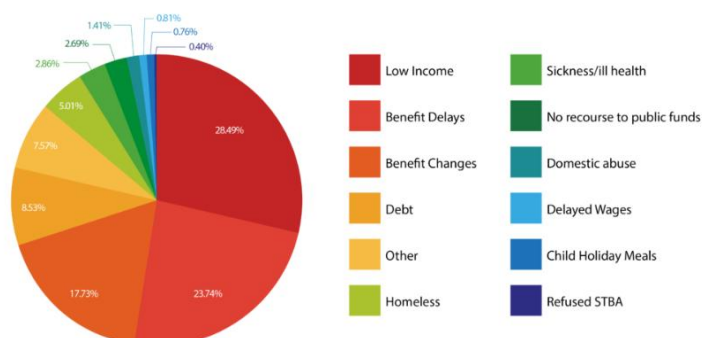


2. Caring for Our Community

Clients struggling with issues such as benefit changes and delays, low income, debt, lack of housing, poor health and unemployment are worked with on an individual basis.

PRIMARY REASONS FOR REFERRAL TO TRUSSELL TRUST FOODBANKS IN 2017-2018

The top four reasons for referral to a foodbank in The Trussell Trust network in 2017-18 were 'low income – benefits, not earning', 'benefit delay', 'benefit change' and 'debt'.



Their needs and housing circumstances are assessed to signpost them to other services available. This provides a holistic approach including providing hot drinks, food and showers where available.

Clients were given food to support them through their difficult situations while at the same time referred to other agencies. Many were referred to Doorway where support and help was given to help clients out of their situation. Doorway recorded the impact on the mental health and well-being of the clients by completing questionnaires with the service users. 100% of the clients referred stated that their feeling and anxiety levels were reduced due to the support and help provided which had an impact on their mental health and well-being.

The foodbank distribution centres are trained to give only one voucher per client and signpost clients to Referral Agents for all subsequent vouchers. However, some clients may return to the foodbank without a voucher. Rather than issue them with a second or subsequent voucher from the foodbank, they should be getting further vouchers from an agency who is working to make a change in their circumstances such as Doorway.

Volunteers do not send them away without any food, so we supply a smaller amount of food to enable them to go to a Referral Agency the next day and then return with a voucher. We record this on a white slip and weigh-out any food provided to ensure our records are correct. In addition Mrs Anne Widginton keeps a separate record of client names on a spreadsheet to avoid abuse of this. The white slips represent a visit to the foodbank by a client and we have, therefore, included them in these figures below for your information.

The figures are as follows:

Month	Number of Vouchers Redeemed	Number of White Slips
April 2017	7 Opened 24/4/17	0
May 2017	22	0
June 2017	39	1
July 2017	35	1
August 2017	34	4
September 2017	35	1
October 2017	55	2
November 2017	46	14
December 2017	64	14
January 2018	56	9
February 2018	40	5
March 2018	58 Crown Church Foodbank Distribution Opened	8
April 2018	50	18

To summarise the figures above:

In **2017**, for the first 8 months and 1 week, the foodbank redeemed **337 vouchers**, approximately 9.4 vouchers per week, or 40 vouchers per month. There were also an additional 37 client visits without vouchers.

From **April 2017 to March 2018**, for the first 12 months, the foodbank redeemed **491 vouchers**, approximately 9.4 vouchers per week or 41 vouchers per month. There were an additional 59 client visits without vouchers, at a rate of 4.9 per month.

From **January to July 2018**, the foodbank redeemed **350 vouchers**, approximately 11.3 vouchers per week, or 50 vouchers per month. There were an additional 74 client visits without vouchers in this 7 month period, at a rate of 10.6 per month.

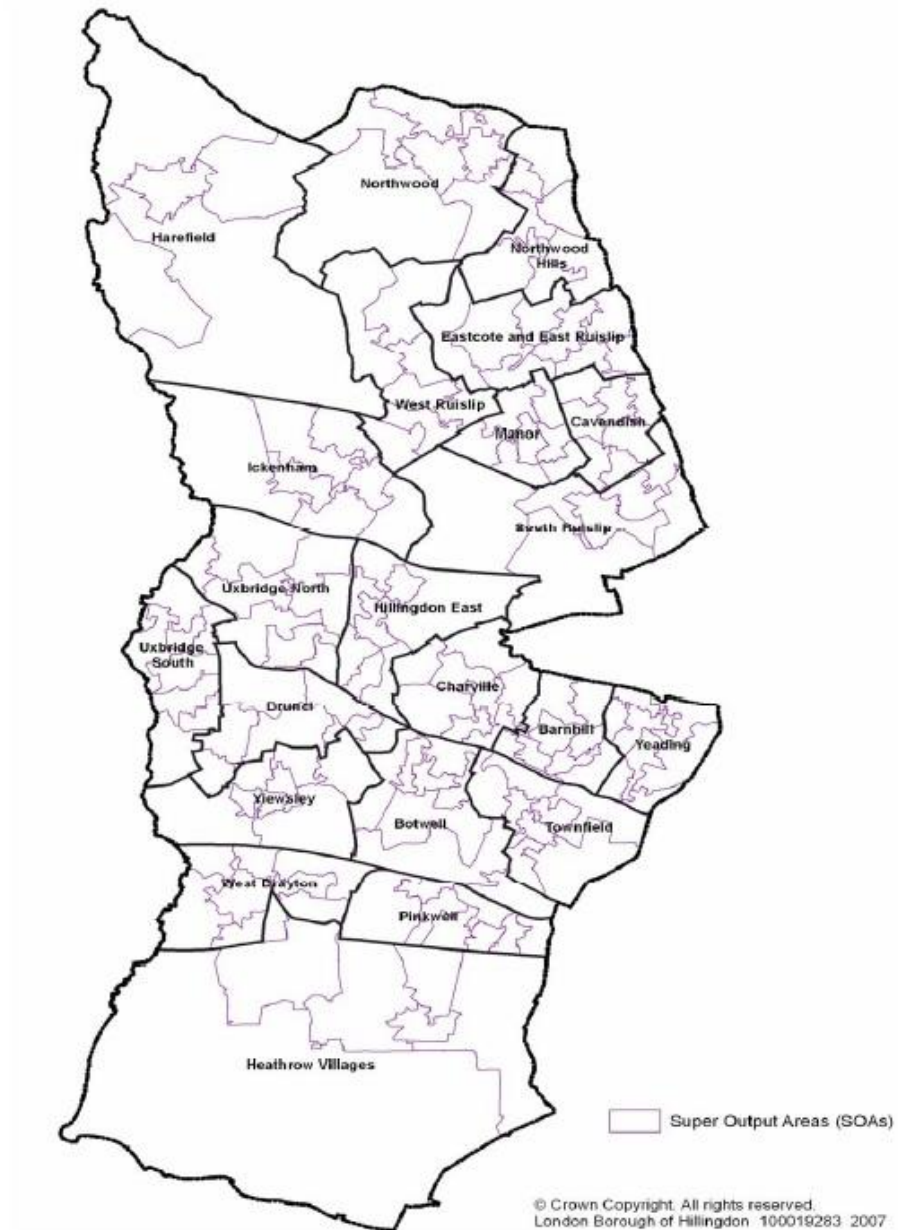


From **January to March 2018** as a charity we were able to provide food for vulnerable members of the community using **105 food vouchers**:

Size of family	Number of vouchers
Couples	13
Families	20
Single	59
Single Parents	13
Total	105



London Borough of Hillingdon



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London Borough of Hillingdon 100019283 2007¹

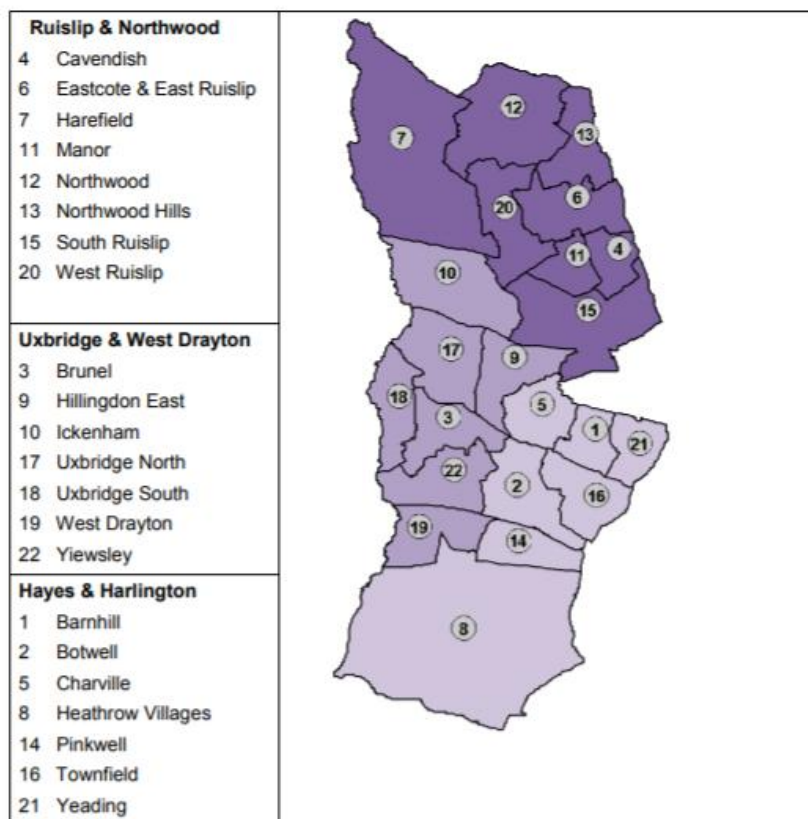
¹ <https://www.hillingdon.gov.uk/article/7629/Facts-and-statistics-about-the-London-Borough-of-Hillingdon>

Hillingdon Borough Profile

Business Performance Team Residents Team

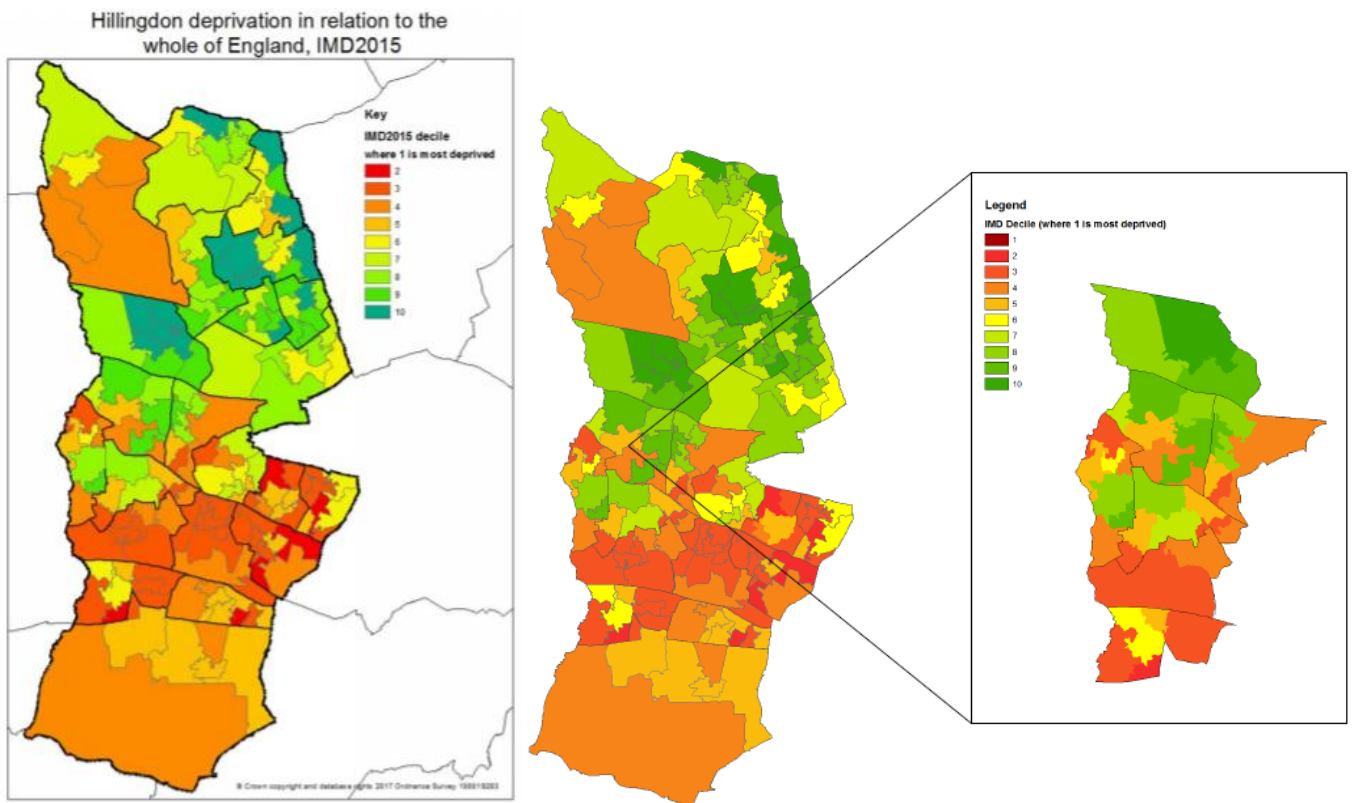
June 2018²

Hillingdon's Localities and Wards



² https://www.hillingdon.gov.uk/media/28815/Borough-Profile-2018/pdf/Hillingdon_Borough_Profile.pdf

Hillingdon deprivation in relation to the whole of England, IMD2015³



© Crown copyright and database rights 2017 Ordnance Survey 100019283⁴

³ <https://www.hillingdon.gov.uk/article/7629/Facts-and-statistics-about-the-London-Borough-of-Hillingdon>

⁴ https://www.hillingdon.gov.uk/media/28815/Borough-Profile-2018/pdf/Hillingdon_Borough_Profile.pdf

*"Hillingdon sits on the outskirts of Greater London and is made up of 3 localities and 22 wards. The borough is bordered by Hertfordshire, Buckinghamshire, Hounslow, Ealing, Harrow and Surrey."*⁵

In 2017⁶, the borough's population is 303,870, an increase of approximately 10.9% since the 2011 census (273,936); by comparison London's population has increased by 8.5%. The borough is made up of 11,570 hectares (115.7 kmsq), with 25.9 people per hectare (2,589 per kmsq). The average number of people per household is 2.7⁷.

Deprivation

*The 2015 Indices of Multiple Deprivation (IMD) calculate local measures of deprivation and indicates where each small area is ranked in relation to the whole of England. The map above explores patterns of deprivation within Hillingdon⁸. Hillingdon has no LSOAs in the most deprived decile."*⁹

Looking ahead, the roll out of Universal Credit in Hillingdon is due October/November 2018. This has been pushed back from June. On average, figures from November 2017 for other Trussell Trust foodbanks have seen a rise of 30% client voucher numbers in the 6 months after roll-out. This should be taken into account when predicting figures for 2019.

3. Working with the Local Community

Our charity provides a minimum of three days emergency food and support to members of the community. We've been able to do this by working together with commercial businesses some which are based near our community such as Heathrow and Stockley Park. Ribena Lucozade Suntory Ltd collected 204.85 kilograms of food and non-food items including dozens of Easter Eggs which was donated to the Foodbank in March 2018. We've managed to maintain a good relationship with their business and this was the second donation made from its staff members. They continue to provide ongoing support to the Foodbank. GlaxoSmithKline plc has contributed greatly with providing stocks of supplies such as nappies to give at the foodbank – we'd like to thank their company and particularly Karen Hall. There are many other businesses such as a British Airways who've also contributed immensely with donations throughout our time operating as a charity. We continue to strengthen these commercial relationships whilst maintaining our independence as a charity.

⁵ https://www.hillingdon.gov.uk/media/28815/Borough-Profile-2018/pdf/Hillingdon_Borough_Profile.pdf

⁶ According to GLA Interim 2015-based population projections

⁷ People per household statistics are based on 2011 Census data / latest population and ward properties

⁸ A Lower Layer Super Output Area (LSOA) is a geographic areas. Lower Layer Super Output Areas are a geographic hierarchy designed to improve the reporting of small area statistics in England and Wales.

⁹ https://www.hillingdon.gov.uk/media/28815/Borough-Profile-2018/pdf/Hillingdon_Borough_Profile.pdf

In our first year as a charity, we received 3.5 MT of food and non-food items from shoppers at Waitrose in Ruislip. We've also collaborated with our local Tesco Store where customers can leave food and non-food items in a designated area for the Foodbank to collect and provide at the distribution centres. We've been able to communicate and work well with staff members from both supermarkets in order to make this possible.

4. Fundraising

Fundraising is vital to helping sustain us as a charity especially as we've employed a Project Manager for the foodbank. We've been able to raise funds from a number of sources. We've received donations from individuals, local churches, local businesses and corporate businesses. We've also had Supermarket Weekdays / Saturdays where we attended our local Tesco supermarket to make the local area aware of the foodbank whilst providing our local community with the opportunity to donate what they can to support their local foodbank. We've also applied for numerous grants for functioning as a charity. The trustees are very grateful to our Project Manager for organising fundraising events and to all the volunteers who've helped carryout fundraising on our behalf especially those who volunteer in a number of roles within the foodbank.

FUTURE PLANS

In 2017/18, Trussell Trust foodbanks in London gave 134,244 three-day emergency food supplies to people in crisis – 86,607 adults and 47,637 children. Statistics produced from Trussell Trust shows an increase and upward trajectory of foodbank referral due to benefit levels not covering the costs of essentials starting from 7,401 in April – September 2016 to 14,095 October 2017 – March 2018.

Yiewsley and West Drayton Foodbank plans continuing the activities outlined above in the forthcoming future subject to satisfactory funding arrangements. Plans are also being developed to further the following:

- Continue for the foodbank to be advertised in local community groups to promote and spread awareness
- Continue to advertise the foodbank online, social media, newsletter, leaflets, flyers and large posters in prominent areas such as community boards
- Seek further voucher holders within the relevant areas
- Continue with fundraising
- Local supermarket shoppers are given information about the local foodbank whilst at the same time collecting donations for the foodbank

The introduction of Universal Credit should be in effect within the relevant area however this has been postponed by the Department of Work and Pensions until October 2018.

There it is anticipated that the number of clients seeking help from the foodbank will increase when this happens. Statistics gathered by the Trussell Trust shows that when the Universal Credit is implemented in an area, there will be a 10% rise in those seeking help with food.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisational structure used for achieving this is a foodbank, based on The Trussell Trust model.

The legal governance and compliances of the foodbank is the responsibility of the trustees who meet regularly. The existing trustees are responsible for the recruitment of new trustees. In selecting new trustees, we seek to identify people who have the desired skills, knowledge and experience which can contribute to the successful running of the charity. We've selected a diverse range of dedicated and committed individuals who are willing to bring together their abilities and talents. All trustees give their time voluntarily and receive no remuneration or any other kind of benefits.

Subsequent to being appointed, new trustees are introduced to their role and given copies of the constitution – as well as a guide to their responsibilities and the procedures adopted by our charity. A number of publications from the Charity Commission are also provided including guidance on charities and public benefit. This ensures that all trustees including the new trustees are aware of the scope of their responsibilities under the Charities Act 2011.

All policy issues are discussed among the trustees before making a decision and relevant available data is used to ensure informed decisions are made. Notably the trustees have access to the foodbank data collection system, which enables them to monitor the utilisation by the public so as to gauge and measure the success accordingly.

Management Committee

Regular management meetings take place which the trustees also attend. The management committee also deals with various aspects of planning for services the foodbank provides to its clients. Mrs Carol McKay, Mrs Julia Bennett and the trustees are members of the management committee. All members of the management committee give their time voluntarily and receive no other kind of benefits from the charity.

Project Manager

Our Project Manager deals with the day to day running of the foodbank, overseeing all volunteers including training and recruitment. The Project Manager also liaises with voucher holders, agencies and the Trussell Trust including the recruitment of more voucher holders. Responsibilities also include collecting data and raising awareness of the foodbank including publicity. This information is communicated to the trustees using monitoring forms and providing updates at management committee meetings.

The process of providing emergency food and support is overseen by the Project Manager. The Project Manager of the foodbank works with frontline agencies, such as Doorway, who hold vouchers, which are used to refer people that they assess as facing financial crisis. Not only do churches, businesses and members of the general public donate food but items were also collected at 'Supermarket Collections'. Volunteers then have then proceeded to organise the food to check that it is in date and pack it into boxes ready to be provided to people in need.

Our volunteers

The Foodbank is very involved in the community and relies on voluntary help. Volunteers are often, but not exclusively, drawn from local churches and the local community. That provision of support is guided by Christian values of inclusion, compassion and concern for social justice, ensuring consistent service for all clients. Volunteers assist at the food collection points and store food in the warehouse. Volunteers meet and greet clients who come into the foodbank. The volunteers also make clients refreshments and generally make them feel at ease. In addition, they also refer clients who attend the foodbank to agencies.

We've developed our recruitment process during this annual year. Prospective volunteers need to complete a simple application form which is then followed by an informal interview and checking references. Once a volunteer is selected then some training and an induction is carried out.

Employee and Volunteers

We would like to thank all the volunteers who work so hard to make the foodbank run efficiently and competently. In particular we want to thank our Project Manager Mrs Carol McKay who has worked so tirelessly on our behalf, Mrs Ann Gaffney who has helped us in organising the foodbank's accounts and its finances, and all the other contributors to the foodbank for their valuable contributions to our charity and for keeping the foodbank running. In addition, we would like to thank Doorway volunteers, the Union of Catholic Mothers, St Catherine's Catholic Church and Mr David Smedley of Space Station.

We'd also like to say thank you to those who helped establish Yiewsley and West Drayton Foodbank in its infancy such as Revd. Richard Young, Revd. Nick Skelding, former minister Tony Pilkington, Yiewsley Baptist Church, Eileen Barker, Sheila Palmer, Lesley Pepler as well as many others.

Risk management

Our Project Manager has considered the major risks to which the charity is exposed and has reviewed those risks. She has established systems and procedures to manage those risks. The trustees are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified. In particular insurance cover is in place and all relevant persons have undertaken safeguarding and first aid training. As there should be no reason for anyone to be alone with a vulnerable person or child there is no need for Criminal Records Bureau checks to be carried out at this stage.

FINANCIAL REVIEW

Charity's policy on reserves

The main financial risk to Yiewsley and West Drayton Foodbank is losing its funding and there being a decline in donations. The cash at bank at 31 March 2018 was £10,965.49 in unrestricted funds for the charity. These funds are kept to cover 7 months operational costs in case there is a loss of income. This would be used to cover any unexpected expenditure which could take place.

Main Sources of Funding

The main sources of funding for the charity came from grants and generous donations from the local community along with local businesses. As a result of increasing constraints on local authority expenditure, the charity has to seek funding from a much broader group of agencies, however ongoing funding is being sought.

Generous Donations have been provided from John Guest Ltd, Richmond Toys Ltd, Revd. Shaun Sanders via the Methodist Church, Harrow & Hillingdon Methodist Circuit, Hendon Methodist Church, Yiewsley Methodist Church, UCM West Drayton, Yiewsley Methodist Church and St Matthew's Church – which our charity would like to sincerely, express our gratitude for all their contributions.

Pension

Existing employees of the charity were entitled to a Government Workplace Pension through NEST – which is free for employers and easy to set up. This available to any employee of the charity – however there is always an option for the employee to opt out from receiving the pension. Once it has been set up online it would be available for future enrolment should we have an employee who wishes to have a pension.

Trustee's responsibilities in relation to the financial statements

The charity trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which gives a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistency;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping the proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding their assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees for the purposes of charity law who served during the year and up to the date of this report are set out on page 4.

**Accounts for the period
11/11/2016 to 31/03/2018**

INCOME		
	Local Churches	£ 24,569.64
	Local Businesses	£ 1,120.00
	The Trussell Trust	£ 2,429.62
	Collections and Fundraising Initiatives	£ 415.90
	Contributions from Local Individuals	£ 375.00
		<u>£ 28,910.16</u>
EXPENDITURE		
	Equipment	£ 672.44
	Advertising	£ 13.55
	Mobile Phone	£ 143.00
	Transport/Travel Expenses	£ 127.10
	Catering & Events	£ 229.99
	Training/ Staff Development	£ 337.50
	Office & Stationery	£ 521.14
	Data Protection	£ 70.00
	Foodbank Network Franchise Fee	£ 360.00
	Insurance	£ 273.12
	Salary Costs	£ 15,267.18
		<u>£ 18,015.02</u>
INCOME LESS EXPENDITURE		<u>£ 10,895.14</u>
	Made up of	
	Bank	£ 10,965.49
	Petty Cash	£ 6.07
		<u>£ 10,971.56</u>
	difference	Payment due to HMRC fo £ 76.42
		<u>£ 10,895.14</u>