



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	July	2018	To	30	June	2019

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Wellspring Family Centre
35 Neatherd Road
Dereham
Postcode <input type="text" value="NR19 2AE"/>

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	David Pearson	Chairman		
2	Andrew Frere Smith			
3	Rev'd Canon Sally Theakston			
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16				
17				
18				
19				
20				

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)	CIO Foundation Constitution adopted 01 March 2019
How the charity is constituted (eg. trust, association, company)	CIO Foundation approved by the Charity Commission on 22 March 2019
Trustee selection methods (eg. appointed by, elected by)	In accordance with Constitution Section 10. By recommendation from the existing trustees.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • 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. 	<p>Mid Norfolk Foodbank is constituted as a stand-alone Charitable Incorporated Organisation and operates as a member of the Trussell Trust Network of foodbanks. Our policies and procedures are guided by the Operating Manual of the Trussell Trust and statutory legislation.</p> <p>The Foodbank is registered with the Information Commissioner and Food Standards Agency.</p> <p>The Trustees meet quarterly and are responsible for the strategic direction and policies of the CIO. The Trustees are also responsible for the financial and legal administration of the CIO. The Trustees are supported by a small management team of volunteers led by David Pearson.</p> <p>The Foodbank is deemed to be a low risk project which can be terminated at short notice with no detriment to the charity or trustees. The accounts show that the annual operating costs of the Foodbank are low and there are sufficient funds to sustain the project for at least 2 years for the benefit of local people in need.</p>
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Section C Objectives and activities

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

The object of the CIO is:

(1) To relieve persons in the United Kingdom and elsewhere in the world who are in conditions of need, hardship or distress (beneficiaries) in such ways as the trustees shall from time to time think fit.

(2) Nothing in the Articles shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008

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)

The principal purpose of Mid Norfolk Foodbank is to provide emergency food boxes to local people who have found themselves in financial crisis and unable to afford to buy food for themselves and their family. Over the year we have given food out to around 3300 people, a 50% increase on the previous year. We have been supported throughout the year by a steady inflow of food donated by individuals, schools, churches and other organisations. We have also been supported by Tesco and Waitrose and the East of England Cooperative Society supermarkets, who have allowed us to collect food at the stores on occasions during the year.

During the year we have continued our partnership with the Independence Matters Dereham Community Hub, who have kindly provided us with warehouse space to store and sort the donated food. As part of the partnership, members of the community hub join with our own volunteers to sort and pack boxes each week.

During the year we have also welcomed students from Fred Nicholson special school who have enjoyed helping at the warehouse as part of their Duke of Edinburgh Award.

We are grateful to the Wellspring Family Centre in Dereham, the Baptist Church in Swaffham and the Salvation Army in Fakenham who continue to provide room for the Distribution Centres operated during the week, free of charge.

The Foodbank operates on a voucher scheme and the number of local care agencies issuing vouchers, such as the CAB, has steadily increased as we have become better known. We now have over 40 agencies, who deal with those in crisis in the local community, who can now issue a voucher that will feed those in need.

The Trustees believe that Foodbank continues to be a real success, not only in serving local people, but also in bringing local churches together to serve their community in a simple and practical way.

The charity continues to raise the funds it needs to carry out its objects from a variety of sources including grants and donations. The financial results for the year are set out in the accounts that accompany this report.

The Trustees have had due regard to the Charity Commission guidance on public benefit. They recognise that it is their responsibility to ensure that the benefits are offered in Dereham, Fakenham and Swaffham and the surrounding areas.

Additional details of objectives and activities (Optional information)

The Foodbank would not have been successful if it weren't for the continued support we have had from many of the local churches (but not exclusively) in providing volunteers who man the distribution centres and come to help in the warehouse. The Trustees express their sincere appreciation to everyone.

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

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

1. Mid Norfolk Foodbank has continued to operate on low expenditure this year for the following reasons:-
 - Warehouse facilities have been provided free of charge by the Dereham Community Hub (Independence Matters), a Norfolk County Council Social Enterprise.
 - Distribution Centres in Dereham, Swaffham and Fakenham have been provided rent free by Wellspring Family Church, Swaffham Baptist Church and Fakenham Salvation Army respectively.
2. Mid Norfolk Foodbank's sole purpose is to collect food from local people and distribute it to other local people in need through emergency food boxes. Over the accounting period we have collected 31119 kg of non-perishable food and given out 35341 kg.
3. Over the year we have had a volunteer base of approximately 70 and a management team of 6. All volunteers and management give their time free of charge. There are no paid employees attached to the Foodbank although one volunteer is paid expenses for time spent helping with administration.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold cash at bank of £19135, all of which is unrestricted funds. These funds are held in order to meet any change in circumstances, for example the need to employ staff. We currently pay one volunteer on a self-employed basis to carry out administrative duties and this will have an impact on our reserves. However we intend to keep at least 2 years of funding in reserve.

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.

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)	David Pearson	
Position (eg Secretary, Chair, etc)	Chairman	
Date	17 July 2019	



CHARITY COMMISSION
FOR ENGLAND AND WALES

MID NORFOLK FOODBANK

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Receipts and payments accounts

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For the period from	Period start date 01-Jul-18	To	Period end date 30-Jun-19
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donation & Legacies	6,138	-	-	6,138	5,750
	-	-	-	-	-
Investment Income	20	-	-	20	20
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,158	-	-	6,158	5,770
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,158	-	-	6,158	5,770
A3 Payments					
Operating Fees	400	-	-	400	360
Professional Services	5,266	-	-	5,266	1,847
Packaging	781	-	-	781	567
Travelling expenses	205	-	-	205	307
Storage	237	-	-	237	316
Insurance	167	-	-	167	193
Printing/Postage/Stationery	188	-	-	188	105
Food Purchase	73	-	-	73	325
Sundries	326	-	-	326	235
Sub total	7,643	-	-	7,643	4,255
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	7,643	-	-	7,643	4,255
Net of receipts/(payments)	- 1,485	-	-	- 1,485	1,515
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,620	-	-	20,620	19,611
Cash funds this year end	19,135	-	-	19,135	21,126

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	19,135	-	-
		-	-	-
		-	-	-
	Total cash funds	19,135	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	David Pearson	17-Jul-19