



## Basingstoke Foodbank

### TRUSTEES' ANNUAL REPORT

For the year ended 30th September 2018

The Trustees present their report with the financial statements for the Basingstoke Foodbank for the 6<sup>th</sup> year of operation, which ended on 30<sup>th</sup> September 2018.

**Charity Name:** Basingstoke Foodbank

**Registered Charity number:** 1154319

**Registered office:**

c/o Trinity Methodist Church  
Sarum Hill  
Basingstoke  
Hants RG21 8SR

**Charity Trustees 2017 - 2018**

Andrew Dossett	Resigned 19/10/2017
Jeanne Hiscock	Appointed 15/12/2016
Andrew Macqueen	Appointed 14/08/2018
Graham Sherwood	Resigned 18/10/2018
Phil Thomas (Chair)	Appointed 15/12/2016
Pete Vallance	Re-appointed 16/02/2017
Adrian Webb	Appointed 20/10/2016

**Changes in the Board of Trustees since the year end**

Graham Sherwood resigned as Treasurer & Trustee due to ill health on 18/10/2018.

Patrick Murphy was appointed as Treasurer & Trustee on 21/02/2019

**Operations & Development Manager**

Paula Vallance

**Bankers**

NatWest Bank Plc  
3, London Road  
Basingstoke  
Hants RG21 7NS

## **1. Structure, Governance & Management**

### **1.1 Governing document**

Basingstoke Foodbank is a Charitable Incorporated Organisation, who's only voting members are its Trustees. The Trustees adopted a constitution on 30<sup>th</sup> July 2013 in accordance with the 'foundation model' published by the Charity Commission. Basingstoke Foodbank achieved registered charitable status on the 23<sup>rd</sup> October 2013 and its registered charity number is 1154319

### **1.2 Trustee selection and management**

The charity is managed by a board of Trustees selected because they strongly endorse the charitable objectives of the organisation and support its Christian ethos. When selecting Trustees, the charity aims to ensure there is a range of relevant skills and that Trustees reflect the range of church denominations that support the charity. Trustees are appointed after interview with existing Trustees and if they are not already familiar with the workings of the Foodbank, formal visits to the Foodbank centre will be arranged to ensure they understand its vision and values.

The Trustees meet approximately every 2 months to review performance and monitor the achievement of objectives. Trustees approve a budget for the current and next financial years and the Treasurer presents a financial monitoring statement to each meeting so that Trustees can review income and expenditure against forecasts.

### **1.3 Related Organisations**

Basingstoke Foodbank is affiliated to the Trussell Trust which is based in Salisbury. The Trussell Trust helps churches and Christian based community groups to open and manage Foodbanks nationwide.

### **1.4 Management Structure**

The Trustees meet approximately every 2 months.

In addition, the Foodbank has an Operations Team that has evolved from the Management Team of volunteers who meet every 2 months to oversee all aspects of the day-to-day running of the centres and the volunteers. This comprises;

- Operations & Development Manager
- Centre Managers (Tadley & Basingstoke)
- A volunteer with responsibility for the Centre's 'Signposting' activities
- Two 'Store Team Leads' responsible for stock and storeroom activities.
- A Trustee who reports to the other Trustees and feeds back any Trustee decisions and requirements.

The Operations & Development Manager is responsible for overseeing the administration of the Foodbank, recruitment of new volunteers, community networking, communications between the Operations Team, the volunteers and the Trustees, and co-ordination of events and training.

### **1.5 Management of risk**

The Trustees have adopted a range of policy documents to manage and minimise risk. These include policies covering issues such as Health & Safety, Data Protection, Safeguarding and Lone Working.

Training is delivered to existing volunteers through one or two events a year and through a formal induction programme for new volunteers. Volunteers also have regular information and guidance on working practises disseminated to them via the Centre Managers and the Operations & Development Manager.

## **2. Objectives, Aims and Activities**

### **2.1 Charitable Objectives**

The charity's objectives for the public benefit are to relieve the poverty of people in the Basingstoke and surrounding area who are in conditions of need, hardship or distress, in such ways as the Trustees shall from time to time think fit.

### **2.2 Aims**

Basingstoke Foodbank aims to relieve poverty through the provision of food and toiletries to those in crisis, in partnership with local frontline care agencies who refer clients in crisis to us. By signposting people when they visit a Centre to care agencies, advice services and other support agencies, we aim to help seek resolutions to their immediate crisis which is causing their need to use the Foodbank. Anyone in 'food crisis' can be referred to the Foodbank, regardless of their background, race or beliefs.

### **2.3 Main Objectives for the year**

- To continue to raise awareness of the Foodbank in Basingstoke, Tadley and surrounding villages widening access to our service, and communicating our need for food and financial donations.
- To manage the supply of donations to meet the demand for food.
- To find new or additional storage options to meet the need for extra warehouse space.
- To continue to enhance our signposting service for clients who attend the Centre
- To continue to source funding streams.
- To improve the Foodbank's availability to those in crisis throughout the region.
- To explore the possibility of a 'Budgeting Assistance' service at the Centre in response to increased debt issues reported by Trussell Trust Foodbanks after the roll out of Universal Credit by the DWP.
- To make advice and information readily available to clients using the Foodbank

## **2.4 Strategies for achieving the objectives**

- Increase the number of warehouse and supermarket volunteers to assist with the influx of donations particularly through the Autumn/Winter season.
- To review the effectiveness and accessibility of the satellite Foodbank Centre in Tadley.
- To maintain sufficient reserves of funds to sustain the Foodbank's operation for approx. 12 months
- To monitor the use of vouchers from existing frontline agency partnerships, and to make contact with additional agencies who could widen access to our emergency service throughout the community.
- To enhance our multimedia communications raising awareness of our services and support needed to Churches, businesses, organisations and individuals in the community.
- To recruit and train a new part-time volunteer administrator.
- To review effectiveness of pilot Friday drop-in with the Citizen's Advice, offering further advice and signposting to clients visiting the Centre with a view to rolling out the Drop-in to all opening times.

## **2.5 How the Foodbank works**

- Non-perishable food is donated by the community to the Foodbank. This is checked that it is in date and not damaged. It is then weighed and sorted and stored by type and date.
- Clients in food crisis are issued with a Basingstoke Foodbank voucher by one of our partnering agencies
- Clients bring their voucher to a Centre within 3-5 working days (approx.)
- Volunteers discuss food allergies, food preferences, availability of cooking facilities, etc, with clients prior to packing bags of food for them. The Foodbank uses set lists of suggested food and appropriate quantities provided by the Trussell Trust who use nutritionists to advise on what would provide a nutritionally balanced diet of food for 3 days.
- Volunteers have a sympathetic, non-judgemental, listening approach. They spend time with clients, signposting to other appropriate agencies, and sensitively offer prayer for clients where appropriate.

## **2.6 Public Benefit**

The Trustees confirm that they have referred to the Charities Commission's general guidance on public benefit when reviewing the charity's aims and objectives, and in planning future activities.

### **3. Achievements and Performance**

#### **3.1 Summary of the year's activities**

3.1a Andrew Dossett and Graham Sherwood resigned as Trustees. We are grateful for their work and support whilst acting as Trustees. Andrew Macqueen, a long-term supporter of our Foodbank, accepted an invitation by the Trustees to join the Board on 14/08/2018. Patrick Murphy volunteered to act as our Treasurer when our previous Treasurer became too ill to carry on with the task. Patrick's appointment as Trustee was confirmed on 12/02/2019. We currently have 5 churches represented on the Board of Trustees.

3.1b Following a feasibility study, the pilot satellite centre in Tadley was relocated on 03/09/ 2018 to The Tadley Common Methodist Church in Tadley. The satellite operation is open for 1.5 hours every Tuesday. Our gratitude was communicated to the United Reformed Church Tadley for offering this facility at no charge.

3.1c Due to the lack of attendance for pre-booked appointments, and general take-up of our in-house 'Budgeting Support service', we reviewed the numbers and feedback from clients visiting the centre who accessed help from the Friday Citizens Advice 'Drop-in' service. Following the review, it was agreed that the Foodbank would explore funding to pay for a C.A. worker to be available in both Centres each time the Foodbank was open.

3.1d During our sixth year, volunteer numbers grew in the Centre, Storeroom and on supermarket days. Partnering agency teams issuing crisis vouchers grew to just over 80, this included 23 schools and colleges supporting students and families within their institutions. Churches supporting the Foodbank regularly continues at about 58, and the number of schools, children's clubs, community groups and businesses holding 'Harvest' or 'Christmas hamper' events increased slightly.

3.1e The additional space provided for free by Basingstoke Community Churches' Key House site helped significantly this year with the influx of donations through the Autumn of 2017.

3.1f Our support of 'Besom Christmas Hampers' was able to expand with the additional space offered by Key House, and the Foodbank's supporters helped to provide items towards hampers, and complete hampers for individuals and families in need referred by our partnering agency teams.

### **3.2 Recipients of food**

In our 6<sup>th</sup> year: 3,903 (previous year: 3,669) people were provided with 3 days' worth of food in return for 2,105 Vouchers which were redeemed at the Foodbank Centres. We established 2 additional 'Emergency Cupboards' with local agencies and regularly stocked these for times when the Foodbank was closed.

The top 5 reasons for crisis continue to be:

- benefit delays
- low income
- benefit changes
- homelessness
- debt.

Other reasons for crisis, included: domestic violence, sickness, delayed wages, child holiday meals and "no recourse to public funds."

The largest recipient group for Foodbank support continued to be single people which increased this year from 56% to 57%. Single parent numbers also increased from 16% to 17%, families decreased by 1% to 10%, and households with 2 adults also reduced from 12% to 11%.

### **3.3 Food donated**

47.4 tonnes (previous year: 41.7 tonnes) were donated this year. This quantity is equivalent to a monetary value of £79,632 (previous year £70,056)

The food we have received has continued to come mainly from regular donations from the churches who support us, members of the public dropping off food during opening hours, and our two permanent supermarket collection crates in Tesco in Chineham, & Sainsbury's in Tadley. Seasonal donations from predominantly Primary/Junior schools during Harvest has again increased this year. A growing number of local social groups, children's groups and local companies have held one-off food collections during the year, particularly helping with Christmas hampers.

### **3.4 Food distributed**

44.9 tonnes (previous year: 38.9 tonnes) were distributed through the year - an increase of 6 tonnes. This quantity is equivalent to a monetary value of £75,432 (previous year £65,352). Several organisations, who also supported vulnerable people in crisis within the community, were supplied with food from the Foodbank including the Women's Refuge. We continued to maintain the 'emergency cupboard' at the Citizen's Advice in Basingstoke to provide for crisis situations particularly when the Foodbank was closed. We also supplied food for Camrose's drop-ins, and the 'Winter Night Light Shelter' for rough sleepers.

### **3.5 Volunteers**

We have continued to increase our number of centre and storeroom volunteers and seasonal 'ad-hoc' volunteers throughout the year, as our activities have expanded.

### **3.6 Citizens Advice Drop-in service.**

Following a successful pilot, in August 2018 we entered into a formal three-year arrangement with Basingstoke, and Tadley Citizens Advice Centres whereby they will provide an advisor in situ in our Basingstoke and Tadley Centres during our opening hours. We have seen the benefit to our overwrought clients, some who are not capable of clear thinking at this juncture, of getting on the spot guidance and advice about benefit entitlement, housing, debt etc.

## **4. Financial Review**

### **4.1 Funding sources**

We have been very generously supported with grants and donations by a wide range of individuals in the community including churches, schools, other faith groups, and local companies through special events and sponsored activities.

4.1.a As our funds have gradually built up through the years, it was decided to reduce the level of proactive fundraising activity, especially in light of reduced opportunities to apply for grants so allowing other less well-placed charities to be more successful with their grant applications. The Trustees continue to closely monitor our funding requirements and we will revert to proactive fundraising should significant funding be identified as required in the future.

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### **4.2 Expenditure**

In this sixth year, there have been on-going running costs including rental of the Foodbank Centre hall and store- room, salaries for the Part-Time (2 days) Operations & Development Manager, and a Part-Time (1 day) Administrator, Trussell Trust franchise fees, insurance and office/administration items. In addition, we gave moderate donations to supportive organisations who provided additional storage space at peak times, who otherwise were not seeking any payment for their provision.

### **4.3 Reserves**

The Trustees have set a policy of maintaining unrestricted reserves equivalent to twelve months' expenditure, which equates to c.£33,000. At the year end, the reserves exceed the policy but the Foodbank are in great need of larger premises which may necessitate the Trustees having to consider having to draw on our reserves to help fund the cost of operating a larger facility. Whilst this uncertain position prevails, the Trustees feel that the excess amount of unrestricted reserves is necessary.

## **5. Future Developments in line with the Charity's Aims & Objectives**

### **October 2018 - September 2019**

- To search for new local premises for the storage of the bulk of our stock in the light of the sale of our temporary storage facility at Key House.
- To review the value and effectiveness of our signposting activities, and to explore how clients might access more immediate mental health support for the levels of anxiety and stress they experience when in food crisis.
- Further training and recruitment of volunteers for both client facing and store room work
- Continued monitoring and reviewing of agency partnerships.
- Continued awareness raising of fundraising activities to meet our enhanced financial needs.
- Re-locate Tadley Foodbank Centre and continue to monitor whether this more central location will make our service more accessible. Continue to review long-term feasibility of the Tadley service.
- Continual review of the clients' use and feedback of our "drop-in" Citizens Advice agency sessions during all opening times at both the Tadley and Basingstoke Centres.
- Renewed focus on client feedback and suggestions.
- Continue to source supermarket supplies of surplus fresh fruit, vegetables and bread to enhance the nutritional content of food packs supplied to clients.

The Trustees are extremely grateful to everyone in our local Basingstoke & Deane community who have provided support and encouragement to this project. The local community has continued to generously give of their time, donations and finance this year to support those in their locality who are experiencing food crisis.

ON BEHALF OF THE TRUSTEES

P. Thomas - Chairman

Date: 29<sup>th</sup> June 2019



**BASINGSTOKE FOODBANK**

**Registered Charity Number 1154319**

**NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNTS FOR  
THE YEAR ENDED 30 SEPTEMBER 2018**

These accounts are prepared on a Receipts and Payments basis, with all revenue and expenses shown on a cash basis. Non-monetary assets and liabilities are shown as estimates of the value at the end of the year.

The CIO has two funds: an unrestricted General Fund and a Restricted Fund. The latter is a restricted fund comprising grants received from the following, not yet fully expended.

Burlington Renovations	£370.00 (For Trolleys and Steps)
B&DBC "Have your say Grant"	£20.00 (Van Hire for Supermarket Collections)
HCC Councillor	£500.00 (For lap-top for Centre)
Comic Relief Fund	£700.00 (For Extra Storage Space)
B&DBC "Have your say Grant"	£50.00 (Balance remaining for First Aid Training)

**TOTAL Restricted Grants   £1640.00**

The CIO has no outstanding guarantees to third parties nor any debts secured on the assets of the CIO

No remuneration was paid to any trustee.

## Basingstoke Foodbank

CC16a

### Receipts and payments accounts

For the period from	Period start date	To	30/09/2018
	01/10/2017		

#### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

##### A1 Receipts

Donations	25,166			25,166	15,956
Gift Aid from HMRC	2,339			2,339	1,468
Donations for Tesco PLC	2,166			2,166	2,680
Fundraising activities	1,855			1,855	11,252
Charitable Grants	-			-	6,450
Donation for Christmas Lunch for the lonely	-	200		200	-
<b>Sub total (Gross income for AR)</b>	<b>31,526</b>	<b>200</b>	<b>-</b>	<b>31,726</b>	<b>37,806</b>

A2 Asset and investment sales, (see table).

<b>Total receipts</b>	<b>31,526</b>	<b>200</b>	<b>-</b>	<b>31,726</b>	<b>37,806</b>
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##### A3 Payments

Employment Costs	13,526	-		13,526	12,350
Rent of Basingstoke Centre	6,900	-		6,900	6,900
Citizens Advice services	4,440	-		4,440	-
Donation for use of Tadley satellite facility	800	-		800	-
Donation for use of extra storage space	-	500		500	-
Admin costs	637	-		637	196
Trussell Trust Franchise fee	500	-		500	360
Insurance	315	-		315	445
Donation to Christmas Lunch for the lonely		200		200	-
Mobile phone costs	266	-		266	126
Misc Basingstoke Centre Costs	430	376		806	1,499
Misc Tadley Satellite Costs	40	-		40	657
Food purchases	140	-		140	504
Reimbursed travel costs	119	-		119	127
1st Aid training	-	60		60	210
Donation for multiple use of loan van	-	200		200	-
Rent of fundrasing shop	-	-		-	350
<b>Sub total</b>	<b>28,113</b>	<b>1,336</b>	<b>-</b>	<b>29,449</b>	<b>23,724</b>

Asset and Investment Purchases

<b>Total payments</b>	<b>28,113</b>	<b>1,336</b>	<b>-</b>	<b>29,449</b>	<b>23,724</b>
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<b>Net of receipts/(payments)</b>	<b>3,413</b>	<b>- 1,136</b>	<b>-</b>	<b>2,277</b>	<b>14,082</b>
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A5 Transfers between funds

A6 Cash funds last year end

<b>Cash funds this year end</b>	<b>47,815</b>	<b>1,640</b>	<b>-</b>	<b>49,455</b>	<b>47,178</b>
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#### 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	47,695	1,640	-
	Petty Cash	120	-	-
		-	-	-
	<b>Total cash funds</b>	<b>47,815</b>	<b>1,640</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £

## B2 Other monetary assets

	-	-	-
	-	-	-

## B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-

## B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>Store Racking</b>	<b>Unrestricted</b>		
<b>2 Sets of Scales in Storage</b>	<b>Unrestricted</b>		
<b>Laptops currently 4</b>	<b>Unrestricted</b>		
<b>2 Steps and 1 Trolley</b>	<b>Unrestricted</b>		
<b>Other Fixed Assetts</b>	<b>Unrestricted</b>		
	Total		

## B5 Liabilities

Details	Fund to which liability relates		
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
Patrick Murphy	Patrick Murphy	1st June 2019



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
BASINGSTOKE FOODBANK

On accounts for the year  
ended

30 SEPTEMBER 2019

Charity no  
(if any)

1154319

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2018.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below\*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

30 June 2019

Name:

Mrs C Eldridge

Relevant professional  
qualification(s) or body  
(if any):

FMAAT

Address:

1 Watling End, Hatch Warren, Basingstoke, Hampshire RG22 4TP