

**food  
matters**

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sustainable, fair food systems

# **Food Matters Foundation**

Report of the trustees and unaudited financial statements  
for the year ended 31 March 2019\*

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## Food Matters

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Food Matters Foundation is a charity that works to see healthy, sustainable, fair food become a reality for everybody, every day. We work to deliver change in policy and practice through innovative, participatory, citizen-led, whole systems approaches. We work with communities to build capacity because we believe that change happens when policy interventions align with people's ability to make change happen.

We have a unique approach to strategic food work, supported by three core principles:

1. **Participation** – We put people at the centre of all our work.
2. **Collaboration** – We bring together multiple perspectives to achieve outcomes greater than the sum of their parts.
3. **Innovation** - We test ideas, pilot initiatives and support programmes so the best of them can take root and flourish.

We work nationally and locally, on our own projects and in partnership with other organisations, and at both a strategic policy and community level.

All our projects are characterised by two clear motives:

1. pioneering innovative approaches that address the most challenging issues; and
2. exploring initiatives focused on particularly marginalised and excluded communities.

## Working nationally

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### Food Matters Inside and Out (FMIO)

The Food Matters Inside and Out FMIO programme aims to work across the prison system to make food within prisons a feature of wellbeing and rehabilitation. To enable prisoners to better access healthier food supporting better mental health and well-being and so aiding rehabilitation (Zaalberg, 2009; Gesch, 2002). This programme works by increasing the knowledge and confidence of prisoners to make healthier choices; supporting prisons to make changes to menu choices, ingredients, cooking, information and purchasing to provide healthier choices; and work at national level to influence top-down policy.

This year Food Matters continued to deliver this ground-breaking project at HMP High Down. Working with senior management team Food Matters has undertaken a food audit and gathered baseline data on food eating and food buying habits at HMP High Down.

FMIO staff held meetings with Ministry of Justice and Her Majesty's Prison and Probation Service, Public Health England, contract service delivery partners, Bidfood and Bookers, to explore strategic actions to facilitate improvements to the procurement contract to provide better ingredients, and to explore developing nutrition and food standards and guidelines.

Food Matters staff took part in a number of events promoting the FMIO project, including a show case event at the Haberdashers' Hall, London organised by the national network organisation Clinks to promote our work on prison food, this involved a 'Ready, Steady, Cell Cook' demo and a thought provoking exercise to highlight the issues faced by prisoners, and how food is an essential element of re-habilitation. Staff have also spoken at academic symposiums in Dublin, Warwick and Belgium convened to discuss different approaches to food in prisons across Europe. Staff also spoke to and visited a number of prisons across the UK interested in Food Matters Inside and Out.



### Food Matters Through the Gate

Following our previous success and building on our experience working with offenders delivering Food Matters Inside and Out, we have spent time this year researching and planning a new project: 'Food Matters Through the Gate', involving support for offenders 'through-the-gate' during resettlement.

This project aims to enable ex-offenders to make healthier, more informed food choices to support their physical and mental wellbeing and that of their families. Food is important in a number of ways, providing not only nutrition for health, but also opportunities: for social interaction, to strengthen family ties, as a means to express and reinforce cultural or religious identity, and to give pleasure in what might otherwise be a difficult and stressful life.

In partnership with Community Rehabilitation Companies this project will work with offenders from local prisons, both prior to release and through the gate beyond release, delivering

workshops with offenders as part of resettlement, to teach them food-related life skills. These courses will include healthy eating, cooking, menu planning, budgeting, shopping, social eating and food-related parenting skills. The project will also include courses with the CRC's network of volunteer mentors, whose role is to support offenders' transition into the community.

We continue to seek funding for this vital work.

## **Rose Vouchers for Fruit and Veg**



The Rose Vouchers for Fruit and Veg project supports families with young children living on low incomes to purchase fresh fruit and vegetables while developing the skills, knowledge and confidence to give their families the healthiest start in life. The project was developed by Food Matters in 2016 as a result of a feasibility study commissioned by the Alexandra Rose Charity (ARC). Food Matters designed and developed a two-year pilot programme that is now being rolled out across the UK by ARC.

Our work on this programme continued through this year focusing on expanding the programme into Liverpool and other parts of London.

Food Matters' support for this pioneering project included Children's Centre staff training for new Centres in Liverpool and Hackney as well as facilitating base-line and impact evaluation workshops across the programme areas. Our work has been instrumental in taking this pilot to new areas and supporting over 1,200 families. Our work on this programme has now come to an end with ARC staff fully trained by Food Matters in delivery techniques and skills.

## **Food Matters and Sustainable Food Cities (SFC)**

Food Matters, alongside Sustain and the Soil Association, are the three lead partner organisations delivering the nationally significant Sustainable Food Cities programme. Food Matters is responsible for the Training and Development element of the delivery programme alongside strategic input into the wider aspects of the programme.

The programme supports cities, towns and regions to develop whole systems approaches to deliver sustainable food policies and practice through the development of food partnerships and food strategy action plans. It draws together a wide base of statutory and voluntary sector organisations, businesses and residents to work collaboratively towards building a sustainable food economy. The SFC network has over 50 member cities with over 15 new cities, towns and regions applying for membership. This year saw five cities gaining Sustainable Food City awards. A huge achievement for those cities joining the existing 12 city award winners.



In this year the Kitchen Kick Start project has worked across Brighton & Hove City, and East and West Sussex delivering cooking and budgeting sessions for young people on the cusp of leaving care to develop their skills and confidence to lead independent, productive, happy lives.

Through this funding the Kitchen Kick Start programme has been able to develop a fledgling volunteer mentoring scheme, encouraging some of the cookery session participants to go on to get involved in the programme delivery.



## **Brighton and Hove Food Partnership**

Nationally significant, the Brighton and Hove Food Partnership is one of the UK's leading Food Partnerships delivering a whole systems approach to food policy and practice across Brighton and Hove City. Food Matters was integral to the Partnership's development, growth and continued profile and success. From its inception Food Matters has had a seat on the Board and since November 2015 Food Matters' Director has been chair of the BHFP Board. Food Matters also supports the work of the Food Partnership through promoting it as an exemplar of best practice (becoming the UK's first silver Sustainable Food City in 2015) at a national level through its work on the Sustainable Food Cities programme. (see below).

This year the Food Partnership has been through a major re-structure and Food Matters facilitated participatory sessions and workshops to support the re-structure. Workshops with strategic food groups and projects supported by the Food Partnership also contributed to ongoing food work in the city. These workshops included: Casserole Club, Malnutrition and older people, the Stanmer Park Farm Group, a citywide 'go plastic free' event, and various focus groups with vulnerable and marginalized community groups including, asylum seekers and rough sleepers. Food Matters continues to support the strengthening and growth of the Food Partnership through facilitation of strategic planning sessions and team away days.

## **Grassroots facilitation work**

Throughout this year Food Matters has worked to support small voluntary and community organisations to develop their organisational structures, build capacity and action planning. Some of the organisations we have work with include; Brighton & Hove Food Partnership, Stanmer Community Farm, and Brighton & Hove Casserole Club.

## **Facilitation and participation work**



Food Matters has built a unique reputation for innovative facilitation and participation work both nationally and locally. This area of our work programme involves developing and facilitating workshops and major events, running training sessions, speaking at events and supporting organisations to develop facilitation skills within their existing workforce.

## Structure, governance and management

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Food Matters registered as a Charitable Incorporated Organisation on 24th April 2018. The charity is governed under its Constitution. The Trustees have a responsibility to ensure that all aspects of the charity's activities are properly conducted and carried out in full compliance with its Constitution. The Trustees normally meet at least three times a year and attend an additional strategy day together with Food Matters staff. All Trustees give their time voluntarily and receive no benefits from the charity. No expenses were claimed by any Trustee during the year.

### **Recruitment and appointment of new trustees**

The Trustees are appointed under the terms of the Constitution. Each new Trustee is given a copy of the Constitution, details of their responsibilities as a charity trustee, contact details of fellow Trustees and employees, background on the charity's strategy and current projects and other information useful in pursuing their role. New Trustees are recruited in consultation with the Director to ensure that the requisite skills are available to support the charity's activities.

### **Staff, training and fair pay**

Food Matters has four core members of staff and is governed by a board of five trustees. We recruit high quality volunteers to support our project work.

As a small charity we are entitled to free membership of The Foundation for Social Improvement (FSI) and the Small Charities Coalition both of which offer affordable training and advice services and we are committed to offering all staff opportunities for continuing professional development.

Food Matters is an accredited Living Wage Employer, committed to paying at least the Living Wage, as calculated by the Living Wage Foundation, which reflects the cost of living. This year, we have developed and introduced a pay ratio policy to ensure that we maintain a fair pay ratio between the highest and lowest earners. This pay ratio calculation shows that Food Matters' pay ratio is between 2:1 (1) and 3:1 (2), well below the third-sector average.

### **Role of Trustees**

The Trustees provide governance and develop policy of the charity and accept ultimate legal authority for it. The Trustees formulate and regularly review the long- and short-term strategic aims of the charity as well as setting specific goals and priorities. The Trustees approve budgets and are responsible for the good stewardship of the charity's resources. They work in partnership with the Director with a view to furthering the charity's objectives.

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

### **Public Benefit**

The Trustees are aware of Charity Commission guidance on public benefit reporting as set out in Section 17 of the Charities Act 2011. They believe Food Matters fulfils a fundamental public benefit by promoting food systems that improve the health, education and wellbeing of individuals and communities, and protect and enhance the environment.

## Note on Charitable Status

Until 2018 Food Matters Partnership operated as a company limited by guarantee (known as Food Matters) with a not-for-profit constitution since it was set up in March 2004.

However, during the last few years there had been changes in the company's sources of income with a greater share of income coming from grant funding. The company Board felt it was vital that Food Matters take steps to identify and plan a more considered income strategy to protect and cover core costs thus enabling longer term project development and fundraising to take place.

As part of this effort to ensure financial security and with the acknowledgment that Food Matters' work and activities are and have always been charitable in nature the Food Matters Board decided to apply for charitable status by becoming a Charitable Incorporated Organisation.

During 2018 Food Matters successfully achieved charitable status, and the new Charitable Incorporated Organisation known as Food Matters Foundation came into being on 24<sup>th</sup> April 2018. The Food Matters Partnership Ltd board (with agreement from the Food Matters Foundation Trustees) took the decision to extend the final financial year for Food Matters Partnership Ltd from April 2017 – 31<sup>st</sup> July 2018 to ensure the handover to the charity was smooth and as undisruptive as possible for all project work and staff.

**\*The Food Matters (Foundation) Board of Trustees took the decision to maintain the existing end of year accounting year (1<sup>st</sup> April - 31<sup>st</sup> March), therefore this first end of year accounts report for Food Matters (Foundation) CIO documents a slightly shorter year (24<sup>th</sup> April – 31<sup>st</sup> March 2019) with the charity only effectively starting trading from 1<sup>st</sup> August 2018. The forthcoming year (2019-2020) will be a standard 12-month financial year (1<sup>st</sup> April – 31<sup>st</sup> March).**

**Food Matters Partnership Ltd ceased trading as of 31<sup>st</sup> July 2018 with the new Food Matters Foundation taking on all the projects and activities and all financial assets and liabilities from the 1<sup>st</sup> August 2018.**

**This report was approved by the Board of Trustees on 16th October 2019 and signed on its behalf, by:**

*Colin Havard*

Colin Havard (Oct 16, 2019)

**Colin Havard Treasurer of the Board of Trustees**

# Independent Examiner's Report to the trustees of Food Matters Foundation

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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended 31 March 2019.

## Respective responsibilities of trustees and examiner

As the charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year (under section 144(2) of the 2011 Act and that an independent examination is needed.

It is my responsibility:

- To examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

## Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

## Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. Which gives me reasonable cause to believe that in, any material respect, the requirements:
  - To keep accounting records in accordance with section 130 of the 2011 Act; and
  - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Philip Woodgate

Signed: Philip Woodgate (Oct 16, 2019)

Date: Oct 16, 2019

Name: Philip Woodgate

Professional Body: ACCA

Address: Unit 45, Newhaven Enterprise Centre, Newhaven, East Sussex, BN9 9BA

## Charity information

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<b>Trustees</b>	Charlie Powell Kath Dalmeny Tim Marsh Colin Havard Lindy Sharpe
<b>Charity Number</b>	1178078
<b>Registered Office Address</b>	Food Matters Foundation Community Base 113 Queens Road Brighton BN1 3XG
<b>Accountants</b>	Craker Business Solutions LTD 3 Rose Cottages Lewes Road Danehill RH17 7ET
<b>Independent Examiner</b>	Philip Woodgate Unit 45 Newhaven Enterprise Centre Newhaven East Sussex BN9 9BA

## Chartered Accountant's report to the trustees of Food Matters Foundation on the preparation of the receipt and payment accounts for the Period Ended 31 March 2019

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In order to assist you to fulfil your duties under the Charities Act 2011, I have prepared for your approval the accounts of Food Matters Foundation For The Period Ended 31 March 2019 which comprise the Receipt & Payments Accounts, and Statement of Assets and Liabilities from the charities accounting records and from information and explanations you have given to us.

As a practising member of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/membership/regulationsstandardsandguidance>.

This report is made solely to the Trustees of Food Matters Foundation, as a body, in accordance with the terms of our engagement letter dated 8 October 2018. Our work has been undertaken solely to prepare for your approval the accounts of Food Matters Foundation and state those matters that we have agreed to state to the Trustees of Food Matters Foundation, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Food Matters Foundation and its Trustees, as a body, for our work or for this report.

It is your duty to ensure that Food Matters Foundation has kept adequate accounting records and to prepare accounts that give a true and fair view of the assets, liabilities, financial position and receipt and payments of Food Matters Foundation.

We have not been instructed to carry out an audit or independent examination of the accounts of Food Matters Foundation. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the accounts.

Craker Business Solutions LTD

Craker Business Solutions LTD (Oct 16, 2019)

Craker Business Solutions LTD

Chartered Accountants

3 Rose Cottages

Lewes Road

Danehill

West Sussex

RH17 7ET

Oct 16, 2019



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Food Matters Foundation</b>		No (if any) <b>1178078</b>		<b>CC16a</b>
<b>Receipts and payments accounts</b>				
For the period from	Period start date 24.04.19	To	Period end date 31.3.19	

**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 £
<b>A1 Receipts</b>					
Consulting Income	2,233	-	-	2,233	-
Grant Income	4,022	66,087	-	70,109	-
Reimbursed Expenses	-	899	-	899	-
Donations	96,879	-	-	96,879	-
Other Revenue	20	-	-	20	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>103,153</b>	<b>66,986</b>	<b>-</b>	<b>170,139</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>103,153</b>	<b>66,986</b>	<b>-</b>	<b>170,139</b>	<b>-</b>
<b>A3 Payments</b>					
Cost of sales	15,014	6,536	-	21,550	-
Advertising & Marketing	407	-	-	407	-
Accountancy	1,415	-	-	1,415	-
Bank fees & Interest	79	-	-	79	-
Consultancy	219	-	-	219	-
Salaries, staff pension and NI	44,743	34,754	-	79,498	-
Meeting expenses and office refreshments	235	-	-	235	-
Insurance	680	-	-	680	-
IT software, support and repairs.	1,044	-	-	1,044	-
Postage, printing and stationery	188	96	-	284	-
Rent	1,202	-	-	1,202	-
Staff training	145	-	-	145	-
Subscriptions	207	-	-	207	-
Travel and subsistence	1,308	421	-	1,730	-
Telephone	143	10	-	153	-
Website costs and support	94	-	-	94	-
Misc office expenses	299	-	-	299	-
	-	-	-	-	-
<b>Sub total</b>	<b>67,422</b>	<b>41,817</b>	<b>-</b>	<b>109,239</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>67,422</b>	<b>41,817</b>	<b>-</b>	<b>109,239</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>35,731</b>	<b>25,169</b>	<b>-</b>	<b>60,900</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>11,584</b>	<b>5,481</b>	<b>-</b>	<b>17,065</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>47,315</b>	<b>30,650</b>	<b>-</b>	<b>77,965</b>	<b>-</b>

**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 £
<b>B1 Cash funds</b>	Bank account	47,313	30,512	-
	Paypal account and prepaid credit	1	138	-
		-	-	-
	<b>Total cash funds</b>	<b>47,315</b>	<b>30,650</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Trade Debtors	11,745	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Computer Equipment	592	-	-
	Office Equipment	165	-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Income in Advance		14,800	
	PAYE/Pension contributions due	1,883	1,142	
			-	
			-	

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

Colin Havard  
Colin Havard (Oct 16, 2019)

Signature	Print Name	Date of approval
Colin Havard		Oct 16, 2019

**Notes to Accounts**

1. The trustees confirm, in accordance with the Charitable Incorporation (General) Regulations 2012, that at the period end the CIO did not have any outstanding guarantees to third parties any debts secured on assets of the CIO.
2. See Trustee Report page 3-9 for details of transactions with Trustees. No assets or liabilities within the Statement of assets and liabilities at the end of the period relate to Trustees.