

MINUTES OF AGM OF THE TRUSTEES OF KEYNSHAM FOODBANK

The meeting took place on Friday 13th September 2019 in St Dunstan's Church Hall, Keynsham

1. **Welcome** from Alan Hale (Chair) to those present namely Lesley Jones and Mike Knight (Treasurer)
2. **Apologies for absence:** June Brassington
3. **Minutes of last meeting:** The minutes were circulated and agreed
4. **Matters arising:** There had been discussions with the Coventry Building Society about a member of staff joining the board but this has not been followed up. MK checked the constitution and we need at least 3 trustees on the board and no more than 10. MK checked on when the trustee's terms of office ran out. JB, LJ and MK run out in 2020 (every 3 years) and AH in 2022 (every 4 years). MK confirmed that the bank statements were now being sent directly to the treasurer.
5. **Presentation and Adoption of Financial Accounts from April 1st 2018 to March 31st 2019.**
A financial summary had been circulated to all the trustees for inspection prior to the meeting. At the meeting the treasurer produced the book where all the income and expenditure was recorded along with all the relevant receipts. All the monthly bank statements were also available for scrutiny and the beginning and end of year balances tallied up correctly.
After discussion it was agreed that there was a true record of all the financial details that occurred and a form was signed off by the 3 trustees who were present dated 13th September 2019. A copy of this document will be held on file.
6. **Resignations and Renewal of Trustee's Terms of Office:** There were no resignations. It was agreed to keep the number of trustees to four. None of the terms of office of the trustees have expired. JB, LJ and MK's terms of office ends in 2019 and AH's in 2022.
7. **Any other business:** There was a discussion on the significant increase in expenditure since the start of the 2019-20 financial year. In the first 5 months of this year expenditure is £5000 compared with £3800 during the whole of the 2018-19 year. As a result the balance in the bank has fallen by £3500. The two main factors for the increase in expenditure have been the purchase of the van and school lunchbags during the summer holidays. It was agreed that we needed to ensure that the warehouse was well stocked prior to the summer, Christmas and Easter holidays. This could include doing more regular collections at Tesco. It was also agreed for the treasurer to apply for grants to ensure the foodbank maintains a healthy bank account.

KEYNSHAM FOODBANK

Annual Report for 2018 – 2019.

The Keynsham Foodbank was established and operational from September 2013 under the Trussell Trust Foodbank Network banner.

In 2015 it became a Charitable Incorporate Organisation.

The Keynsham Foodbank does not employ any paid staff. All those involved are volunteers.

Operating the Trussell Trust model of foodbank its service is delivered through the following;

Warehouse.

The warehouse is a redundant classroom provided free of charge at Broadlands Academy, St Francis Road, Keynsham. This has a regular team of three volunteers plus the warehouse manager (job share), and their deputy. It is open on a Tuesday for just one and a half hours between 3.30pm and 5pm. Between 3.30pm and 4pm the team put up the replenishment orders for the distribution centres. At 4pm the food donations are received having been collected from the supermarket drop boxes, one each at Waitrose and Tesco in the town. More recently the Chew Magna COOP has come on board and the collection from there is as and when necessary and carried out by one of the warehouse volunteers who live in the village. All stock is weighed in and shelved in 'use by' date order.

When our stock is approaching a 'use by' date we have partnerships with a few other organisations who are able to take such stock from us and be able to use it by the 'use by' date.

Where necessary such stock that is within three months of its 'Use By' date and is not damaged can be put in the 'Help Yourself' boxes at the distribution centre to be taken by clients but it can also be taken by volunteers if they so wish (this is conforming to guidance issued by the Trussell Trust).

Collection and Replenishment Team

The collection from the supermarkets, delivery to the warehouse and the delivery of the replenishment orders is the task of a separate team working on a rota under a team leader.

Latterly we have been donated a refurbished van by The Wheels Partnership which is being used for collections and deliveries. For 2019 it has been subject of a £500 donation from Independent Vet Care to cover the running costs.

The team consists of some 20 volunteers.

Distribution Centres:

Victoria Methodist Church – Key Centre, High Street, Keynsham. This centre is open on a Monday between 1030 and 1200 and is staffed on a rota basis but always including the manager or her deputy or both. Normally a team of three or four. They have a useful, prominent High Street location. The use of the premises is given for free. The team consists of 20 volunteers.

St Francis Church, Warwick Road, Keynsham This is perhaps the busiest centre and is open every Thursday between 1000 and 1200. Staffed by the manager or deputy manager, who operate a week on/week off system and are supported by three or four volunteers at each session. The team consists of 14 volunteers.

St Mary's Church Hall, Saltford This is our newest distribution centre and is open on a Friday between 1030 and 1200. As with the others there is a manager or deputy and two or three other **volunteers each session. The team consists of 20 volunteers.**

Project Team

The project team consists of 14 volunteers who manage and coordinate the operation as well at times playing a part in the actual activities of the operation.

Meetings

Project Group meetings take place on the morning of the second Friday of the month at St Dunstan's Church Hall. These are attended by the Chairman/Co-ordinator, his deputy, the administrator, treasurer, warehouse manager (job share) and their deputy, the three distribution centre managers and their deputies, the professionals link officer, the collection team manager and the resources officer. All have varying professional backgrounds and thus bring a great deal of experience to the table and this ensures a very efficiently run operation.

The web master only attends when necessary but deals with all requests for alterations and additions to the web site.

Whilst not part of the management group we had two volunteers who support the foodbank within the normal scheme of things but also advise, one for data protection and we need another for Health and Safety annual checks. If you are interested in this role which is not onerous then please make contact with me.

All meetings are minuted.

Emergency Food Supplies

We have established three emergency supply points. One is within a nursing home complex and serves the need between 2000hrs and 0800. The other Keynsham one was in a commercial supply business but we have lost this facility which is a shame as it was open from 0700hrs and 1700hrs.

Professionals are briefed that they must collect the food themselves from the appropriate point and must not take the client with them.

Professional Partners

We have well in excess of 100 agencies who issue the vouchers to those in food crisis.

Facts and Figures re the food.

2018-2019

People Fed 356 children 456 adults

Stock received 9015.0Kg

Stock distributed 9654.5Kg

Finances

The foodbank is financially viable and that is likely to continue under the current circumstances thanks to all of our operations sites being free of charge.

We pay a small charge for our meeting room.

Volunteers

The whole operation is staffed entirely by volunteers. The numbers vary and we do not keep an historic record of volunteer numbers but at the time of compiling this report (September 16th 2019) we have some 90 volunteers.

Whilst the Trussell Trust is a Christian based organisation we believe that the strength of the Keynsham Foodbank is the mixture of Christians and non Christians but all are humanitarians.

The ability to become a volunteer is inclusive of any, gender, orientation, race or religion for its volunteers and indeed for its clients.

The foodbank has a link to Churches Together in Keynsham and Salford

Going Forward

In the coming year the foodbank hopes to run further cooking and financial budgeting courses for existing clients and to help prevent others from needing the foodbank. This is building on the successful course last year.

Since we began we have anticipated that with the roll out of Universal Credit there would be a much greater demand on the services of the foodbank. This anticipation was sadly not disappointed, as Bath & North East Somerset Council moved fully to Universal Credit the demand on our service did escalate. However we were more than able to rise to the challenge from our plentiful stock holding thanks to the generosity of the community.

Whilst the benefit change had its impact our greatest client base comes from those who are employed but on a low wage.

Our volunteer numbers and the agency numbers are a moveable feast month on month at times.

Recent Events

Over the last few months the giving had dropped significantly and this coincided with the six weeks of school holidays when we issue school holiday lunch bags to families whose children qualify for free school meals or pupil premium causing our stock to be disastrously low. We did a 'Click & Collect from Tesco Brislington of just under £1000 of food to help with the crisis but we also made use of the Facebook pages in various parts of the town and media releases and the community responding well and the donations grew again.

In order to put us back on an even keel we held two days of collection at Tesco and received a tonne of food from shoppers.

Thank You

None of the work of the food bank would be possible without the efforts and commitment of the army of volunteers so please accept my sincere thanks for everything that you do to help those in food crisis.

Strapline

No one should go to bed hungry.

Alan Hale

Chairman/Coordinator

Keynsham Foodbank.

September 2019.

Appendix

Following an upsurge in donations and a Tesco two day collection plus Harvest giving our stocks have become significant – current stock – as at November 6th - 4946.02 Kg. Also at this time there may well be stock yet to be dated and put away.

However due to our stock holding the management committee agreed the need for additional storage and to that end it was decided to rent a storage unit at Lock'nStore at Longwell Green. This will provide space for long dated tin and bottled food and drink which in turn will make the warehouse more user friendly with some breathing space.

This additional storage will be a great help with containing the stock we shall gather at the two day Tesco collection before Christmas and any other Christmas giving.

It was also agreed by the committee that we would seek a large van from The Wheels Project and this process is currently in hand.

November 6th 2019.

KEYNSHAM FOODBANK

Annual Accounts

For

Year ended 31 March 2019

Keynsham Foodbank – Summary of Income for period 1st April 2018 – 31st March 2019

Donations and Grants

	2018-19	2017-18	2016-17
Tesco top-up (via Trussell Trust)	£1128.51	£865.08	
McColl's convenience stores	£327.47		
Redcliffe Homes	£500.00		
Donation from N Green	£170.00		
Donation from Mr & Mrs Garvey	£100.00	£150.00	£200.00
Donations in memory of Stephanie Louis	£120.00		
Donation from Keynsham & District Tangent group	£100.00		
<u>Total Income</u>	£2445.98	£1972.68	£1860.00

Keynsham Foodbank - Summary of Expenditure from 1st April 2018 to 31st March 2019**Purchase of Equipment**

	2018-19	2017-18	2016-17
Printer plus software	£126.40		£140.00
Crates, containers, new shelf and locks	£208.90		
A-boards and cabinets (Saltford)		£548.40	
Lanyards		£219.60	
Weighing machine		£65.00	
Stepladders (3No)		£186.00	
Safe cabinet		£18.99	
Load carrier and exit signs		£77.99	
Phone (Alan Hale)	£210.00	£20.00	
Sub total	£545.30	£1135.98	£360.00

Administration Costs

Office supplies and sundries	£294.25	£321.17	£371.73
Trussell Trust annual subscription fee	£750.00	£360.00	£360.00
Zurich annual insurance	£486.36	£204.45	£194.06
Data Protection annual fee	£35.00	£35.00	£35.00
Room Hire – Keynsham Baptist Church	£90.00	£145.20	£151.20
Training courses	£770.64		
Travelling expenses	£147.32		
Sub total	£2573.57	£1325.82	£1111.99

Extra Food Requirements

Food for Eat Well, Spend Less courses	£66.16	£79.44	£173.05
Top-up food for warehouse	£402.14	£870.62	£928.62
Food for volunteer evening	£199.92	£163.01	£172.45
Sub total	£668.22	£1113.07	£1274.12

Total expenditure	£3787.09	£3574.87	£2746.11
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Keynsham Foodbank Balance Sheet for 1st April 2018 to 31st March 2019

Balance in bank on 1/4/2018 **£14458.54**

Income

Donations and Grants £2445.98

Expenditure

Purchase of Equipment £545.30

Administration Costs £2573.57

Extra Food Purchased £668.22

Total Expenditure £3787.09

Balance in bank on 31/3/2019 **£13117.43**

TOTAL £16904.52

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