



REGISTERED CHARITY NUMBER: 1154018

1ST APRIL 2018 TO 31ST MARCH 2019

St Neots Foodbank

1154018 (England and Wales)

Mrs Margaret Tabone

c/o Unit 2B

Brittains Warehouse

Little End Road

St Neots

Cambridgeshire PE19 8JH

Operating address

Unit 2B
Brittains Warehouse
Little End Road
Eaton Socon
St Neots
Cambridgeshire PE19 8JH

Charity Trustees as of 31st March 2019

	Office	Church represented
Dr Roger Peppiatt	Chairman	St Mary's Parish Church, Eaton Socon
Mrs Margaret Tabone	Secretary	St Mary's Parish Church, Eynesbury
Mr Malcolm Crawford	Treasurer	New Street Baptist Church
Mrs Andrea Lees		Open Door Church
Mrs Jennifer Henderson		United Reformed Church
Dr David Pacini		St Joseph's Roman Catholic Church
Mrs Carol Way		St Mary's Parish Church, St Neots
Mrs Kelly Buckley		St Neots Evangelical Church
Dr Barbara Spencer		Berkeley Street Methodist Church
Mr Roger Sare		River Church

Independent Examiner

David Brown FCA
Executive Suite, A1 Lifestyle Village
Great North Road
Little Paxton
St Neots
Cambridgeshire PE19 6EN

Bank

Lloyds Bank
17-19 Market Square
St Neots
Cambridgeshire PE19 2BQ

TRUSTEES' REPORT FOR PERIOD 1ST APRIL 2018 TO 31ST MARCH 2019

1. STRUCTURE, GOVERNANCE AND MANAGEMENT

1.1 Governing document

St Neots Foodbank is a Charitable Incorporated Organisation whose only voting members are its charity trustees. The trustees adopted a constitution on 6th September 2013 following the 'foundation model' of the Charity Commission. Registered charitable status was granted on 30th September, and the registered charity number is 1154018.

1.2 Trustee selection and management

The charity is managed by a board of trustees, one from each of the ten founding churches. All trustees strongly endorse the charitable objectives of the organisation and support its Christian ethos.

The trustees are responsible for the development and strategic direction of the foodbank, and for ensuring governance and financial responsibility. They meet at least quarterly to review performance and monitor the achievement of objectives. They set an annual budget, and the treasurer provides a financial monitoring statement at each meeting. The management committee performs day-to-day operation of the foodbank, which report to the trustees each meeting.

1.3 Related Organisations

The St Neots Foodbank is affiliated to the Trussell Trust, a charity based in Salisbury that assists churches and communities to open and run foodbanks nationwide.

1.4 Management of risk

The trustees have adopted a range of policy documents that are intended to manage and minimise risk. Areas covered include Health and Safety and Safeguarding.

Initial training was provided by staff from the Trussell Trust. The responsibility for training new volunteers has now been taken up by experienced Management Committee/Trustee volunteers from St Neots Foodbank. In addition, regular training for volunteers is offered, including Safeguarding. All volunteers are encouraged to attend.

The Trussell Trust undertook a Quality Assurance Audit in October 2018 to monitor the operation of the foodbank against their procedures and policies. The assessors were complementary about the running of the foodbank. Plans to implement the recommendations that were highlighted by the audit have been incorporated into our annual Action Plan. This year, for the first time there were no "requirements".

2. OBJECTIVES, AIMS AND ACTIVITIES

2.1 Charitable Objectives

The St Neots Foodbank has as its objective the prevention and relief of poverty in St Neots and surrounding area, particularly but not exclusively by providing emergency food supplies to individuals and families in need. This objective is undertaken with a Christian ethos; we seek to operate according to Christian principles of compassion, honesty, integrity, openness, kindness and care of all people, regardless of backgrounds or beliefs.

2.2 Aims

Our aims are to alleviate poverty through the provision of food parcels to those in crisis, in partnership with local care agencies who refer clients in crisis to us. The food parcels are intended to meet the immediate need. In parallel, signposting to care agencies, advice services and other support agencies is intended to help clients resolve the crisis causing their need of the foodbank.

2.3 Objectives for the year

The main objective for the year was to consolidate the work of the previous five years. In practice this meant:

- recruiting and supporting volunteers and training them appropriately,
- efficient operation of the warehouse, equipping it and maintaining and putting in place appropriate systems to enable the warehouse to function,
- maintaining an effective administration operation,
- recruiting and supporting existing voucher holders,
- maintaining and growing the four distribution centres,
- ensuring sufficient food and finances to sustain the operation,
- implementing the recommendations that were highlighted by the audit in October 2018.

2.4 Key decisions and events during the year

a. Policies: both the “Sign-posting” and the “Data Protection” policies were re-written, the latter in the light of GDPR. The remaining policies were ratified without requiring any changes.

b. Unfortunately, the “MoneyLife” programme became unsustainable as it attracted too few clients. The required feedback to the Trussell Trust was provided during the year, and the programme was wound down.

c. The trustees conducted a “SWOT Analysis” during the year, which informed the annual action plan.

d. The new formal agreement with Brittain's, to continue to house our warehouse and office, has progressed smoothly.

e. The foodbank was successful in applying for and receiving a grant of £1000 from the local Community Reach programme. This was used to fund the provision of mobile phones and “tablets” for each distribution centre. These have significantly improved communication between the office and the four distribution centres. They also help volunteers in sign-posting clients.

f. Last but not least, the foodbank marked its 5th anniversary in October. A lunch for volunteers was followed by a service at the St Neots United Reformed Church, at which our founding chairman, Mr Alan Cronin, was the speaker. We also produced a booklet summarising the first five years of the foodbank. This has been widely circulated and facilitated good publicity. Mr Keith Woodward joined us as our public relations volunteer and has greatly improved our coverage in the local paper, social media, production of regular newsletters as well as advising on the 5th anniversary booklet and financial appeal. The latter, aimed at encouraging supporters to take out monthly standing orders, has been very successful.

2.5 How the Foodbank works

- Food is donated by the public;
- Donations of non-perishable food are checked for “use by” dates, weighed and sorted by food type;
- Clients in food crisis are issued with a St Neots Foodbank voucher by a
- recognised Voucher Partner;
- Clients bring their voucher to a Foodbank distribution session where it is redeemed for an emergency foodbox. The client is also signposted toward other agencies, which may be able to help resolve the crisis. The contents of emergency foodboxes are intended to be nutritionally balanced and to provide sufficient food for 3 days.

2.6 Public Benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing the charity’s aims and objectives and in planning future activities.

3. ACHIEVEMENT AND PERFORMANCE

3.1 Summary of the year’s activities

This year has again seen a rise in the number of people using the Foodbank as well as an increase in donations of food. This is summarised in the table below.

Year	2014/15	2015/16	2016/17	2017/18	2018/19
Food in	14,591	13,676	14,174	19,737	21,813
People fed	1076	973	1015	1415	1555
Christmas parcels	75	121	183	209	242
Summer parcels			21(trial)	77	99

The Foodbank has continue to donate short dated and damaged stock to the Need Project in Central Bedfordshire, although there is now a policy to send short dated items to our Distribution Centres for them to offer to clients. A number of other groups have been supported, including Paine's Mill and Three Pillars.

The Foodbank again provided food for the Holiday Lunch Club at St Mary's Eaton Socon where 20-30 people have been given lunch on a weekly basis during school holidays.

The pilot £5 greengrocery voucher scheme for families with Hamilton's was successful and in January 2019 was changed to give £3 vouchers with one- and two-person parcels and two £3 vouchers with larger parcels. Mr Hamilton sold his business during the year and the new owners were happy to continue the scheme.

Richard Hutcheson from P3 continues to attend the URC on the first Tuesday of the month and has been instrumental in helping a number of our foodbank clients. Due to the lack of take up of MoneyLife, the Foodbank has stopped providing this service.

An application was made for a grant of £1,000, from the Cambridgeshire Community Reach fund, which was successful. This has been used to purchase a tablet and a mobile phone for each distribution centre and a new mobile phone for the office. This means communication between the office and each centre is improving as WhatsApp and email can be used. It is hoped to further develop their use for signposting.

The Foodbank's 5th Anniversary was commemorated by producing a booklet with information about what has been achieved. A 'thank you' lunch was held on 13th October 2018 at the URC followed by a thanksgiving service.

A significant amount of time has been spent making sure Foodbank policies and documents are GDPR compliant and have written Data Privacy Statements for all groups of people involved with the foodbank.

The Foodbank had a very positive report from the QA visit in October 2018 and received a very complimentary letter from Lynda Batterbee, Operations Director at the Trussell Trust, which was sent to all volunteers.

3.2 Voucher partners

St Neots Foodbank gives food to people who come with a voucher from one of its Voucher Partners. The partners are professionals from organisations providing welfare and community support in the local area such as doctors, schools, social workers, registered social landlords, local charities and Citizens Advice Bureau staff, amongst others. When

these professionals identify people in crisis they are able to issue them with a Foodbank voucher; this is redeemed for food at a Foodbank Distribution Centre.

The number of Voucher Partners has increased to 68 and 642 vouchers have been fulfilled during the year. Progress has been made in developing better links with rural communities by gaining more voucher holders and improving ways of distributing food.

3.3 Recipients of food

During the year food was provided for 1,555 people (1,043 adults and 512 children).

The following table provides the breakdown of the crisis types prompting use of the Foodbank for the year to the end of March 2019 (cause attributed by the Voucher Partner).

Table: Reason for Issuing Vouchers

Crisis	No. Vouchers		Percentage		Adults		Children	
	17/18	18/19	17/18	18/19	17/18	18/19	17/18	18/19
Benefit Changes	92	149	14	21	141	234	84	124
Benefit Delays	143	138	22	19	213	201	102	98
Child Holiday Meals	3	5	1	1	6	9	9	13
Debt	54	58	8	8	81	91	35	36
Delayed Wages	9	12	2	2	14	18	3	11
Domestic Violence	22	27	3	4	22	28	24	32
Homeless	65	69	10	10	74	75	14	25
Low Income	152	174	24	24	236	265	123	129
No recourse to public funds	11	2	2	0	16	2	13	2
Sickness	40	35	6	5	63	53	31	21
Other	51	53	8	7	72	67	39	21
Totals	642	722	100	100	938	1043	477	512

3.4 Food donated

The Foodbank has 'drop-boxes' in Tesco, Waitrose and the Co-op Stores which are collected weekly. This makes up about 60% of the total food collected. There was a three-day collection at Tesco in December 2018. Tesco then give a 20% financial 'top up' of the weight of food collected. There is now a drop-box at Gainz Gym. A number of churches, schools, businesses, groups and individuals also donated food throughout the year. Significant donations of food have come from local companies which have made collections, particularly for Christmas. Longsands and Ernulf Academies had special Christmas collections, where all tutor groups provided a hamper of food and messages for Foodbank clients, giving an extra 813 kg of food. The total amount of food collected this year was

21,813 kg and over the year to 31 March 2019 the amount of food distributed was 21,440 kg. At the end of March 2019 the stock level was 3,366 kg. Stock is valued at £1.75 per kilo as advised by the Trussell Trust. Therefore, the value of food held in stock at this time was £5,890.

3.5 Publicity

Publicity has contributed to the success of the Foodbank. Three newsletters have been issued during the year, which have gone to all volunteers, voucher holders, churches and those who have asked to be kept informed about our work. Trustees and volunteers have given presentations to a number of organisations including the Rotary Club, and church groups as well going into schools to deliver lessons. There have been interviews on Huntingdon Community and Black Cat radio shows and there was a food collection with Black Cat Radio at the Christmas lights switch-on. The Foodbank took part in the Churches Together Christmas tree festival at the URC. A number of organisations have visited the warehouse and improved their understanding of the work of the Foodbank. The Foodbank has significantly increased its input on Facebook, Twitter and Instagram as well as work on the website, which is done by two volunteers.

3.6 Volunteers

The Foodbank is run entirely by volunteers and it is estimated that they have donated about 4,000 hours of time. This has included manning supermarket collections, transporting food from the warehouse to Distribution Centres, running the four Distribution Centres, the warehouse and office. Much of the day-to-day operation of the Foodbank has been run by a small management committee, which is made up of office and warehouse staff, representatives of the Distribution Centres and two Trustees. The group meets bi-monthly to ensure the smooth operation of all facets of the Foodbank. Two training sessions for new volunteers were held on 14th and 24th May 2018.

4. FINANCIAL REVIEW

4.1 Principal sources of funds

Donations for general (unrestricted) purposes of £12,915 were received, in addition to £1,136 from the Trussell Trust, being from top-up payments based on the value of food donations made at Tesco. The latter is designated by the Trustees for the purchase of food. A grant was received from Cambridgeshire County Council of £1,000 to install mobile and IT communications at the Distribution Centres.

In 2018/19 the rent of the warehouse was met from a one-off donation received in the previous year.

There was a surplus of Unrestricted Funds for the year of £10,277.

4.2 How expenditure has supported the key objectives of the charity

Most of the resources used by the Foodbank to achieve its objectives are donated in the form of the time offered by volunteers in the Distribution Centres and Warehouse, the buildings and other facilities offered either free-of-charge or at greatly reduced cost by partner organisations (including churches for the use of buildings for Distribution Centres and meetings, and by Tesco), and the gifts of food by the public – e.g. the nominal value for

the food gifts in the year was £38,100 which compares to the financial expenditure on other items of £10,215.

It is necessary to pay for the core running costs of the Foodbank in order to enable its objectives to be achieved. This year only £704 was needed to supplement donations of food. The Foodbank's operations are audited regularly by the Trussell Trust and the accounts are independently examined.

In total the Unrestricted and Designated Reserves total £28,457 compared with £23,609 a year ago. This is equivalent to 7 months-worth of expenditure, plus donations of food received.

5. ACKNOWLEDGEMENTS

This report has described operation of St Neots Foodbank during the year 1st April 2018 to 31st March 2019. The trustees have again been truly grateful to groups and individuals in terms of donations of food and finance, people who hold vouchers, the local churches and to all those who have helped to make this year a success. Tesco have continued their support of St Neots and other network foodbanks by means of the twice-yearly food collections and cash top-ups. Tesco, the Co-op and Waitrose stores each allow the Foodbank to have a collection box for shoppers to donate gifts of food. Brittain's store continue to provide office and store space in their warehouse, at a reduced rent. St Neots Foodbank is indebted to the many volunteers, without whom the Foodbank would not operate. In particular, it depends heavily on the hardworking and always-cheerful three key volunteers who run the Foodbank on a day-to-day basis – Adrienne Dunn, Rona McCormick and Lynda Cronin.

ST NEOTS FOODBANK**CHARITY NUMBER: 1154018****RECEIPTS AND PAYMENTS ACCOUNTS****YEAR ENDED 31 MARCH 2019**

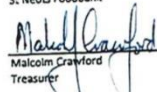
	Unrestricted Funds	Designate d Funds	Restricted Funds	Total 2018/19	<i>Total 2017/18</i>
	£	£	£	£	£
Income					
Voluntary Income:					
Donations (see note)	12,915	1,136	0	14,051	<i>14,803</i>
Grants	0	0	1,000	1,000	<i>750</i>
Interest	<u>12</u>	<u>0</u>	<u>0</u>	<u>12</u>	<u><i>0</i></u>
Total Income	<u>12,927</u>	<u>1,136</u>	<u>1,000</u>	<u>15,063</u>	<i><u>15,553</u></i>
Expenditure					
Business Rates	0			0	<i>0</i>
Warehouse costs	0	5,000		5,000	<i>2,200</i>
Electricity	225			225	<i>0</i>
Subscriptions	420			420	<i>385</i>
Printing and Stationery	472			472	<i>230</i>
Insurance	295			295	<i>260</i>
Warehouse equipment	0			0	<i>185</i>
Money Matters	0		59	59	<i>691</i>
Eat well, spend less	0			0	<i>50</i>
IT & Office Equipment	3		900	903	<i>0</i>
Telephone	733			733	<i>715</i>
Purchase of food/bags		704	900	1,604	<i>662</i>
Sundry Expenses	504			504	<i>279</i>
Gifts to partner charities	<u>—</u>	<u>0</u>		<u>0</u>	<u><i>91</i></u>
Total Expenditure	<u>2,652</u>	<u>5,704</u>	<u>1,859</u>	<u>10,215</u>	<i><u>5,748</u></i>
Net Movement of Funds	10,277	-4,568	-859	4,848	<i>9,805</i>
Transfer of Funds	0	0		0	<i>0</i>
Add: Funds brought forward	<u>9,570</u>	<u>13,080</u>	<u>959</u>	<u>23,609</u>	<i><u>13,804</u></i>
Funds carried forward at 31 March 2019	<u>19,845</u>	<u>8,512</u>	<u>100</u>	<u>28,457</u>	<i><u>23,609</u></i>

STATEMENT OF ASSETS AND LIABILITIES

		Total March 2019	<i>Total March 2018</i>
	£	£	£
AT 31 MARCH 2019			
Current Assets			
Cash at Bank & in Hand	<u>28,457</u>		<i><u>23,609</u></i>
Total Current Assets		<u>28,457</u>	<i><u>23,609</u></i>
Funds of the Charity			
Unrestricted Funds		19,845	<i>9,570</i>
Designated Funds		8,512	<i>13,080</i>
Restricted Funds		<u>100</u>	<u><i>959</i></u>
Total Funds		<u>28,457</u>	<i><u>23,609</u></i>

Note In addition donations of food weighing 21,812kg, with a value of £38,100, were received

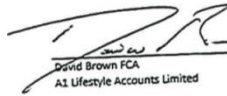
I confirm that these accounts are in accord with the books of the
St Neots Foodbank


Malcolm Crawford
Treasurer

Date:

30/04/2019

I certify that I have verified the above accounts and find them to be
a true and accurate record of the St Neots Foodbank
accounts for the year ended 31st March 2019


David Brown FCA
A1 Lifestyle Accounts Limited

Date:

30-04-19