



Trustees' Annual Report for the period

| From | Period start date | | | To | Period end date | | |
|------|-------------------|-------|------|----|-----------------|-------|------|
| | Day | Month | Year | | Day | Month | Year |
| | 01 | April | 2018 | | 31 | 03 | 2019 |

Section A Reference and administration details

Charity name Wrexham Foodbank / Banc Bwyd Wreccsam

Other names charity is known by

Registered charity number (if any) 1162262

Charity's principal address Unit 1A Puleston Industrial Estate

Ruabon Road

Wrexham

Postcode

LL13 7RF

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 | Campbell Edmondson | Chair | | |
| 2 | Robert Oppen | | | |
| 3 | Nick Goddard | | | |
| 4 | Sarah Wheat | | 01/04/2018 - 10/07/2018 | |
| 5 | Natalie Roberts | | 10/04/2018 onwards | |
| 6 | Gerard Doyle | | 18/10/2018 onwards | |
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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 |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | By invitation and election by Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- 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.

The Charity is affiliated to the Trussell Trust and draws on it for advice and policy matters from time to time. Many of the written policies of the Foodbank are derived from the Trussell Trust operating manual. The Trussell Trust has collaborations with both Tesco and ASDA supermarket groups and these provide a major source of cash income for the work of the Wrexham Foodbank. Food received by public donation is controlled and weighed in and out in accordance with policy agreed with the Trussell Trust.

Section C Objectives and activities

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

To relieve persons in Wrexham county borough that are in financial hardship in such ways as the Trustees from time-to-time think fit, in particular, but not exclusively by:

- a) providing emergency food, essential toiletries, and household items to individuals and families in need and/or for distribution by charities or other organisations working to prevent or relieve poverty.
- b) such other means, including (but not limited to) the provision of support or signposting to relevant information and other advisory services.

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)

Provision of emergency food parcels; signposting for clients in need of debt management or other forms of personal support. Advice on budgeting and Eat Well Spend Less courses to support this. Addressing issues of "Period Poverty" by providing sanitary products through collaboration with a local charity called WINGS. Provision of baby food and other products for new mothers struggling to cope through our Baby Essentials programme in conjunction with local Health Visitors. In carrying out this work the Trustees have had due regard to the guidance issued by the Charity Commission on public benefit.

Additional details of objectives and activities (Optional information)

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

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

Although we had a part time employee as Project Manager the day to day delivery of the work of the Foodbank was reliant on several teams of volunteers. This included a) sorting, dating and weighing all food donations in our warehouse b) befriending clients and providing drinks for them c) preparation of food parcels d) participation in supermarket food collections e) transport of food donations to and from the warehouse f) running Eat Well Spend Less cookery & budgetary courses g) data input to our database recording the warehouse stock in /out and client voucher data.

Summary of the main achievements of the charity during the year

WREXHAM FOODBANK ANNUAL REPORT: April 2018 - March 2019

Core activity reports:

a) Food distribution: A total of 2309 vouchers were received from our referring agencies requesting food parcels.

This represents 3349 adults and 1635 children, a total of 4984 people, being fed.

The main reasons for the request for a food parcel are similar to previous years however Low Income (581 vouchers) has now overtaken Benefit delays (522 vouchers) and Benefit changes (531 vouchers) indicating a shift in our client base. Homelessness (103) and Other (188) remain the other two main reasons for referrals.

The family demographics of those presenting with vouchers were Single Person 49.2%, Family 16.3%, Single Parent 14.3% and Couple 13.3%. In addition over 430 Christmas Hampers were sent out giving a total of 33791 kilograms of food distributed to those in need, an increase of over 6000kgs compared to 2017-18. (With a nominal value of £1.70 / kilo this equates to £57,444 of value).

A total of 2550 kgs of damaged or out of date stock (nominal value £4335) had to be disposed of. Compared to 2017-18 this was a significant increase and was largely due to a combination of water damage and a rodent infestation.

b) Food donations: A total of 40329 kilograms (nominal value of £68559) was donated to the Foodbank an increase of 20.6% from 2017-18. The permanent donation points in now 4 supermarkets were augmented by ad hoc collections in Tesco stores and ASDA. Harvest collections in schools and churches again represented a significant amount of incoming stock with the remainder through regular donations from local businesses, churches, Rotary clubs and individuals.

c) Distribution sites: Due to changes in our distribution system we now have 6 places where clients can collect food parcels. i) The ARK Community Centre, The Salvation Army, Rhosddu ii) St Marks Church, Caia Park iii) Gwersyllt Congregational Church iv) The George Edwards Hall in Cefn Mawr v) Bradley Road Evangelical Church vi) Capel Y Groes Church

e) Warehousing facility: As a result of ongoing problems with the building at the Old School Room, St James's Church in Rhosddu, Wrexham we had significant issues with loss of stock and health & safety concerns for our volunteers. We therefore had no option but to look for another location and were grateful to Wrexham County Borough Council for allowing us access to a building in Dean Road, Rhosnesni at short notice. This proved to be a very suitable facility despite some constraints due to the configuration of the building.

f) Other activity: Eat Well Spend Less programmes have been undertaken in a number of locations.

g) Employment: In order to ensure more efficient running of the Foodbank it was decided to employ a part time Project Manager 18 hours per week on a temporary 6 month contract from June 2018. Savings to pay for this had been achieved through previous year budgetary controls.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees ensure there is minimum of 3 months calculated budget in reserve to cover rent, utilities and other essential outgoings. This has been achieved throughout this financial year.

Details of any funds materially in deficit

Nil

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.

Funding is dependent on i) income from Tesco and ASDA via the Trussell Trust which has a collaboration with the supermarkets ii) individual public donations and iii) church donations. We have seen a significant increase in individual regular donations during this 12 months. Expenditure has seen the employment of a part time Project Manager which has facilitated all aspects of the Foodbank activity from volunteer training, rota management and increased public awareness of our work through local media and social media. A successful grant application was submitted to the Trussell Trust (monies derived from ASDA Ltd) for funding to employ a Project Manager & a Warehouse Manager. The restricted funding to cover 80% of the salary costs was received in late March 2019 with the appointments to be made in 2019-20 financial year.

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) | <i>W Campbell Edmondson</i> | |
| Full name(s) | William Campbell Edmondson | |
| Position (eg Secretary, Chair, etc) | Chair | |
| Date | 10/01/2020 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Wrexham Foodbank / Banc Bwyd Wrecsam

1162262

Receipts and payments accounts

CC16a

For the period
from

Period start date
1st April 2018

To

Period end date
31-Mar-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 £ |
|---|---|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Public Donations | 18,564 | - | - | 18,564 | 8,830 |
| Trussell Trust | 4,492 | 19,712 | - | 24,203 | 1,559 |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 23,056 | 19,712 | - | 42,767 | 10,389 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 23,056 | 19,712 | - | 42,767 | 10,389 |
| A3 Payments | | | | | |
| Staff Wages | 7,589 | - | - | 7,589 | - |
| PAYE | 195 | - | - | 195 | - |
| Job Adverts | 217 | - | - | 217 | - |
| Phone/ Mobile / Broadband | 793 | - | - | 793 | 797 |
| Rent & Rates | 2,046 | - | - | 2,046 | 9,392 |
| Utilities | 1,168 | - | - | 1,168 | 1,149 |
| Warehouse essential & Maintenance | 658 | - | - | 658 | - |
| Petty Cash | 400 | - | - | 400 | - |
| Planning Application costs | 380 | - | - | 380 | - |
| Insurances | 220 | - | - | 220 | 231 |
| Subscription | 430 | - | - | 430 | 360 |
| Postage stationery | 465 | - | - | 465 | 190 |
| Uniforms | 270 | - | - | 270 | 611 |
| Food and EWSL | 236 | - | - | 236 | 150 |
| Bank Charges | 20 | - | - | 20 | 18 |
| Sundries | 148 | - | - | 148 | 324 |
| Sub total | 15,236 | - | - | 15,236 | 13,222 |
| A4 Asset and investment purchases. (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 15,236 | - | - | 15,236 | 13,222 |
| Net of receipts/(payments) | 7,820 | 19,712 | - | 27,532 | - 2,833 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 13,808 | - | - | 13,808 | - |
| Cash funds this year end | 21,628 | 19,712 | - | 41,340 | - 2,833 |

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 | 21,628 | 19,712 | - |
| | Petty cash | 44 | - | - |
| | | - | - | - |
| | Total cash funds | 21,672 | 19,712 | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| 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) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | | Signature | Print Name | Date of approval |
| | | <i>W^o Campbell Edmondson</i> | WILLIAM CAMPBELL EDMONDSON | 14/01/2020 |
| | | <i>Deborah Squire</i> | DEBORAH SQUIRE | 14/01/2020 |



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

| | | | |
|---------------------------------------|---|------------------------|---------|
| Report to the trustees/ members of | Charity Name Wrexham Foodbank / Banc Bwyd Wrecsam | | |
| On accounts for the year ended | 31st March 2019 | Charity no (if any) | 1162262 |
| Set out on pages | 1-2 inclusive <small>remember to include the page numbers of additional sheets</small> | | |

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

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 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.

Signed:

Date: 16th January 2020

Name:

F P Collins

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

Fellow of the Institute of Chartered Accountants in England & Wales

Address:

15 Acton Road

Wrexham LL11 2NA

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).