



Working for Our Community

**Trustees' Annual Report for the period:
1st February 2023 to 31st January 2024**

Charity name: Calne Foodbank Charity registration number: 1197756

Objective

The objects of the CIO are to relieve persons in the Marden Vale Area who are in conditions of need, hardship or distress in such ways as the Trustees think appropriate.

Activities

In furtherance of the first objective, to supply food parcels containing tinned and dried food to ensure a healthy, balanced, nutritious diet for up to 3 days either directly or through partner agencies approved by the trustees and by other associated activities (in so far as they shall be charitable) and (save for purposes incidental and ancillary to those objects) no other purposes.

2023 has proved to be a year of considerable progress in the life of Calne Foodbank with two major objectives being achieved.

Firstly, following two years in temporary accommodation, and having explored many alternative premises, the trustees managed to secure premises at 1 Oxford Road. Having considered the pros and cons of the premises, a new lease was signed and the move was made on 26th May 2023. The move has proved a great success, giving security to both volunteers and clients. Clients continue to visit the Foodbank to collect their parcel.

Secondly, the trustees simultaneously introduced a long-planned registration system.

On their first visit to the Foodbank clients are asked to complete a registration form, providing details of their name, address, reason for visiting and make up of the household. Crucially, clients are still not asked for proof of need. We act on trust. Clients are then issued with a registration card with a dedicated number. This card is to be produced each time they visit, whereupon the visit is recorded on the session sheet.

With information from registrations the trustees are able to produce reliable statistics with comprehensive information. This enables the trustees to make informed decisions for the future.

To date, 205 households have registered. 528 individuals have been supported by the Foodbank.

Referrals continue to be taken from Wiltshire Council and other agencies but anyone can `walk in`, sign up and receive help.

Having permanent premises has also allowed Calne Foodbank to work more closely with these agency partners and there may be opportunities for agencies to attend at sessions, offering clients advice and support.

2023 has proved a challenging year economically. Covid and the Ukraine War have had a devastating effect on the national economy with a steep rise in the cost of living inflation. In turn, this has adversely affected many households **leading to increased demand at the Foodbank – and a decrease in donations.**

2470 food parcels have been issued this year, an increase of 26% on 2022.

Despite all the pressures on resources at the Foodbank, the trustees are confident in their reserves policy and will continue to support the needs of the local community.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit:

The trustees of Calne Foodbank are grateful for the guidance provided on the Charity Commission website. All relevant policies are in place and have been updated as appropriate.

Volunteers follow the guidelines of the policies. Protections are in place for both volunteers and the clients of Calne Foodbank.

Policy on grant making:

The charity is supported by grants applied for at the discretion of the trustees to help achieve the aims of the organisation. Calne Foodbank has further received ongoing support from Wiltshire Council and Calne Town Council.

Contribution made by volunteers:

Once again, a huge thank you from the trustees to the magnificent contributions of the volunteers, without whom Calne Foodbank would not exist. There are 30 volunteers in all, each contributing in different ways; collecting donations, serving clients, sorting / checking donations, distributing food parcels, continually updating social media, fundraising, applying for grants, delivering and keeping the premises tidy.

During the year trustees held 3 meetings with volunteers in the Corn Exchange. These were opportunities to explain to volunteers how and why trustees made decisions and exchange views and ideas.

It is a privilege for trustees to receive their support.

The charity has continued to develop good relationships with churches, schools, community groups and other agencies, accepting referrals and signposting clients where appropriate.

The charity continues to be well supported by Wiltshire Council and Calne Town Council.

Local supermarkets and businesses have also been very supportive.

The primary purpose of Calne Foodbank is to provide support for those in the community who are struggling to cope and provide food for themselves and those in their household. During 2023 Calne Foodbank has continued to issue food parcels to all who have asked for help, despite the difficult economic conditions.

This is largely due to reserves built up during the previous 2 years and with the support of the community, without whom we would not exist.

We have not only provided food for clients but, now that we are in permanent premises trustees have initiated contact with more agencies, offering advice to clients. This is an area trustees will build on during the next year.

Achievements against objectives set:

Moving to permanent premises and introducing the registration system were the 2 main objectives for the year. Both achieved.

Trustees have continued to develop relations with a wider range of agencies.

Performance of fundraising activities against objectives set:

An objective was to set up a fundraising team. The team were not given targets to meet in their fundraising, it has been equally important to raise the profile of the charity at community events such as the Calne Bike Meet and carnival.

Statement explaining the policy for holding reserves stating why they are held:

The purpose of the Reserves policy is threefold:

1. To ensure that the Calne Foodbank is able to deliver its objective, in a stable and efficient manner, for a minimum period of four months. This period is deemed a reasonable period during which alternative measures could reasonably be expected to be put in place to provide alternative means to support the beneficiaries of the Trust.
2. To ensure that all donations are spent efficiently and as soon as practical, on the purpose for which they were intended by the donor ie in carrying out the objectives of the Foodbank.
3. To provide confidence, to all concerned parties, that the charity is being actively and properly managed.

Reserves held at the end of the period amounted to £31,655.

Review of the Charity's Financial Position at the end of the reporting period:

Two particular factors have had a significant impact on the financial position of Calne Foodbank during the Financial Year 23/24: the first has been the securing of permanent premises which has meant a new payment of £3,000 per quarter for rent. Temporary premises, previously occupied, had been free. The second factor has been a sharp increase in expenditure on food items. This has been necessary to meet a rise in demand for food parcels over the period, together with a fall in food donations.

Trustees have managed this increasing financial burden by applying for grants (some specifically targeted to raise funds to cover moving costs) and by making appeals to the public for donations. Donors have responded generously to appeals made with, very pleasingly, a significant increase in monthly standing orders and registering for Gift Aid.

(NB. Although no Gift Aid is shown on the accounts for this financial year, a sum of £2,500 was collected in February 2024 relating to this period. This will be shown in the accounts for 2024/2025).

By adopting such measures, the Trustees have successfully met this increase in financial expenditure whilst retaining good cash flow and ensuring that funds are reserved for rent.

Funds are fixed on deposits earning higher rates of interest where possible, whilst always ensuring that sufficient liquid funds are available to meet known liabilities.

Total unrestricted income* over the Financial Year 23/24 was £40,166 (compared with income of £44,969 in the previous financial year). 49% of this was received from individuals, and local groups and businesses within the community, with the remaining 51% coming from grants. These grants were primarily received from Wiltshire Council, amounting to £7,119 (70% of total grants received) with an additional £2,500 received from Calne Town Council and £500 from Sainsbury's.

*excluding £7,500 owed to other charities as part of a joint grant application.

Expenses over the period totalled £32,643, (compared with £9,405 in the previous financial year). 34% of total expenditure was spent on rent (£11,750) and 31% on food items (£10,814). 11.3% of expenditure was allocated to utilities and insurance. We have increased expenditure slightly (£974 this year compared with £259 last year) on training for our volunteers, which the Trustees believe is important in helping us to assist our clients.

As always, the Trustees are enormously grateful to the community for their generous response to our appeals. This continues to give us confidence that we will, along with continued prudent management of the accounts, be able to continue to meet the needs of our clients.

Fundraising activities are equally important for raising of the charity awareness but contribute less to funds.

A description of the principal risks facing the charity :

Risks are a part of life facing all charities and Calne Foodbank is no different.

Anything that could prevent Calne Foodbank achieving its aims or carrying out its strategies is a risk.

Risks Calne Foodbank face include:

- damage to its reputation
- physical injury to volunteers
- receiving less funding or fewer public donations
- an unforeseen rise in demand from beneficiaries
- change in the government's policy on a particular issue, affecting grants or contracts
- turbulent economic or political environment
- acting in breach of trust
- Trustees protection against financial risk

How the above risks are managed by the Trustees also qualifies a risk.

Type of governing document :

Charitable Incorporated Organisation: Model constitution for a CIO whose only voting members are its charity trustees.

How is the charity constituted? CIO Charity No. 1197756

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees:

When appointing a new trustee, the rules in the Governing Document (in this case, the Constitution) must be followed.

The Governing Document is a legal document and trustees must comply with it.

Calne Foodbank Constitution states that:

There should be a minimum of 3 trustees and a maximum of 9 trustees.

'(1) Apart from the first charity trustees, every trustee must be appointed for a term not exceeding three years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for the appointment as charity trustees, the appointing body must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.'

Charity's principal address: 1 Oxford Road, Calne, Wiltshire SN11 8AA

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	
Kevin Wells	Chairperson	
Jacqueline Steel	Treasurer	
Emma Boatman	Secretary	
John Michaux	Safeguarding Officer	
Jane Mason	Deputy Safeguarding Officer	
Michael Burns		



CHARITY COMMISSION
FOR ENGLAND AND WALES

Calne Foodbank

Number
1197756

Receipts and payments accounts

CC16a

For the period
from

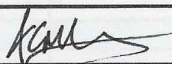
Period start
date
01-Feb-23

To

Period end
date
31-Jan-24

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Designated funds	Total funds	01 Feb 22 - 31 Jan 23
A1 Receipts					
Donations: Individuals	17,706	0		17,706	23,609
Donations: Church	238	0		238	823
Donations: Schools	764	0		764	1,308
Donations: Local businesses	4,969	0		4,969	5,887
Donations: Local groups	5,723	0		5,723	4,755
Grants	10,119	0	7,500	17,619	7,625
Interest on deposit	371	0		371	20
Fundraising	278	0		278	259
Gift Aid	0	0		0	684
Sub total (Gross income for AR)	40,166	0	7,500	47,666	44,969
<i>difference due to rounding</i>					
A2 Asset and investment sales, (see table).					
	0	0		0	0
Sub total	0	0		0	0
Total receipts	40,166	0	7,500	47,666	44,969
A3 Payments					
Food purchase	10,814	0		10,814	2,065
Christmas vouchers (Sainsbury's)	0	0		0	2,000
Premises: rent	11,750	0		11,750	0
Premises: repairs/maintenance	444	0		444	1,325
Premises: costs associated with moving	3,125	0		3,125	0
Electricity	2,668	0		2,668	1,425
Water & sewerage	82	0		82	68
Refuse collection	544	0		544	508
Telephone	120	0		120	120
Stationery	194	0		194	83
Insurance	515	0		515	464
Training/safeguarding	974	0		974	228
Fundraising	110	0		110	259
Publicity/information	1,304	0		1,304	716
Sub total	32,643	0		32,643	9,260
<i>difference due to rounding</i>					
A4 Asset and investment purchases, (see table)					
Purchase fixed assets	2,080	0	0		145
Sub total	2,080	0	0		145
Total payments	34,723	0	0		9,405
Net of receipts/(payments)	5,443	0	7,500	12,943	35,564
A5 Transfers between funds	-36,000	0	36,000	0	
A6 Cash funds last year end	62,212	0	0	62,212	26,648
Cash funds this year end	31,655	0	43,500	75,155	62,212

Section B Statement of assets and liabilities at the end of the period					
Categories	Details	Unrestricted funds	Designated funds Rent	Designated funds relating to Citizens Advice & Doorway	Total
B1 Cash funds held at Lloyds Bank	Current a/c	15,254	0	7,500	22,754
	Instant access deposit a/c	16,401	12,000		28,401
	12 month fixed deposit	0	24,000		24,000
	Total cash funds	31,655	36,000	7,500	75,155
		Unrestricted funds	Restricted funds		
	Details				
B2 Other monetary assets					
	Details	Fund to which asset belongs	Cost (optional)		
B3 Investment assets			-		
	Details	Financial Year purchased	Cost price	Value 31 Jan 2024	Value 31 Jan 2023
B4 Assets retained for the charity's own use	Food stock		-	£4,360	£5,667
	Non-food stock		-	£620	£1,982
	CCTV	2020/2021			
	Folding tables	2020/2021			
	Heaters	2020/2021			
	Racking and shelving	2020/2021			
	Fridge (donated)	2020/2021			
	Kettle, broom, clock	2020/2021			
	Fans x 2	2021/2022			
	Folding table	2021/2022			
	Weighing Scales	2021/2022			
	Dehumidifier	2021/2022			
	Metal rack x 3	2021/2022			
	Alarm	2022/2023			
	Blinds	2023/2024	£830		
	Shelving units	2023/2024	£324		
	Table & chairs	2023/2024	£317		
	Henry Hoover	2023/2024	£140		
	Freezer	2023/2024	£293		
	Printer	2023/2024	£175		
Asset purchases 2023/2024		£2,080			
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
B5 Liabilities			£0		
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval	
			KEVIN WELLS	13 APRIL 2024	


9/5/24



Section A Independent Examiner's Report

Report to the trustees

Charity Name: Calne Foodbank

On accounts for the year ended

31/01/2024 Charity no (if any) 1197756

Set out on pages

1 and 2 (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 31/01/2024.

Responsibilities and basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

[Signature]

Date:

09/05/2024

Name:

John Watt

Relevant professional qualification(s) or body

Retired Bank Manager

(if any):

Address:

Section B

Disclosure

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

Give here brief details of any items that the examiner wishes to disclose.

No Issues