



Rutland Foodbank Annual Meeting

Monday 26th September 2022 at 2.30 pm, Number 36 Melton Road, Oakham

Trustee's Report 2021-2022

Foodbank Objective

.. the prevention or relief of poverty or financial hardship of people living in Rutland and neighbouring districts by providing food and other items and services, information. Advice, education and supporting in such other ways as the trustees shall from time to time see fit (July 2014)

Chair of Trustee's Report, Ali Wainwright

I'm pleased to introduce the annual report for the Rutland Foodbank for the year 2021-2022.

If we look back to 1st of April 2021 we were just entering the second year of the COVID-19 pandemic. The way ahead was unclear and although we were learning to adjust our lives to cope with the impact of the pandemic we knew that we would need to adapt and respond to changing guidance and situations as the year progressed.

Once again I am indebted to my fellow trustees and all the volunteers for their help and support during this year.

The Trustees in post 2021-2022 included:

Ali Wainwright, Chair

Sue Brown (appointed March 2022)

Jane Duce (stepped down September 2021)

Vaughan Gilbert

Michael Masters, Treasurer

Jane Duce resigned in September. Her significant contribution to the operation of the charity cannot be underestimated. Her role as Trustee and her wise counsel and generous support allowing us to use her barns in Langham as our Food Warehouse for many years meant so much to the charity. We wish to place on record our thanks and good wishes to her.

In March 2022 Sue Brown joined the Trustees. Her background in education and care brings additional skills to the board.

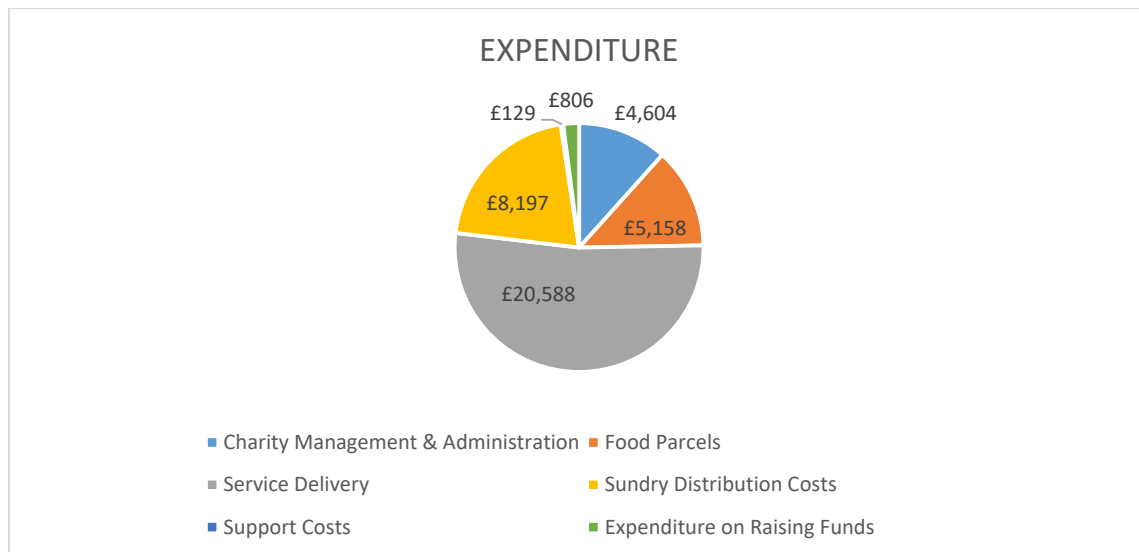
2021-22 was another challenging year but the Rutland Foodbank has built on its sure foundations to become a resource for many and well-regarded by Rutland residents.

Finance Report prepared by Michael Masters, Treasurer

The Annual Accounts accompany this report and thanks are given to Andrew Gilbert who carried out an independent examination.

The income for the year was still considerably higher than earlier years except for the exceptional level the previous year which included a large grant to cover additional costs relating to the Covid Pandemic and a particularly high level of other donations. The only significant increase during 2021-2 was a further increase in Gift aid recovery, largely due to a backdated claim in connection with donations given via Just Giving. Further information about the donations is given below.

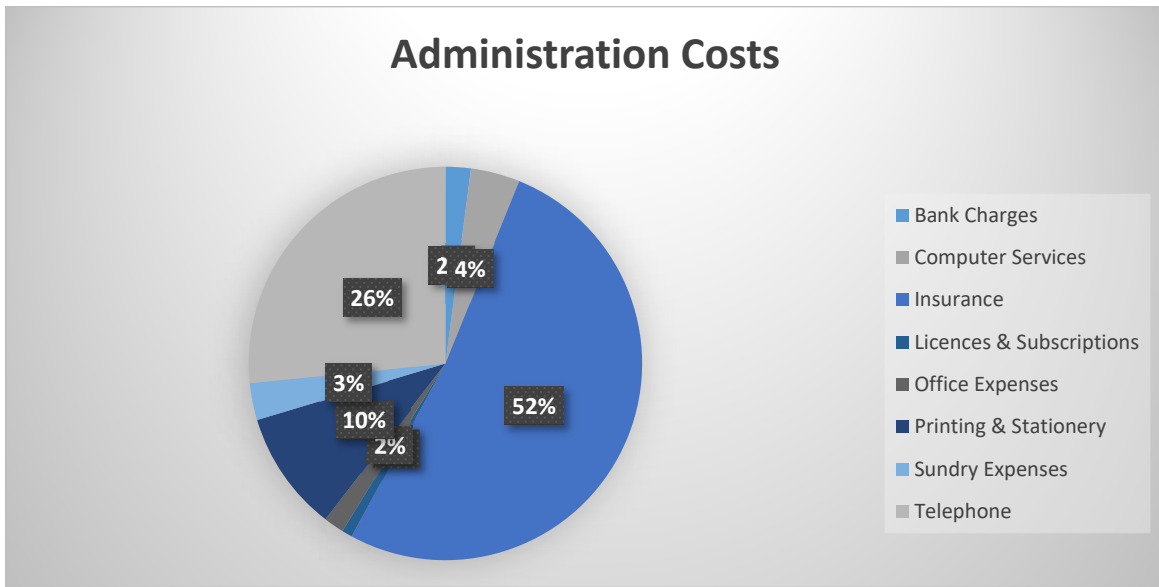
Expenditure also fell during the year from £50,219 to £39,482. This chart shows the distribution of these costs:



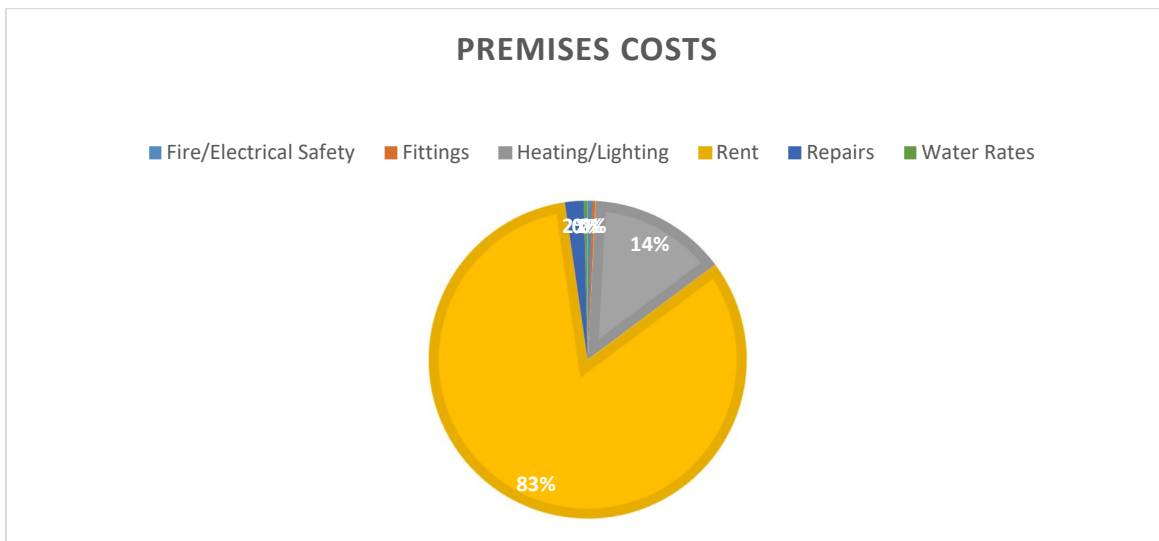
These costs can be analysed further:

The most significant increases in the administration costs relates to insurance, both in connection with the two properties and the delivery van, and telephone costs, due to the increased usage of telecommunications.

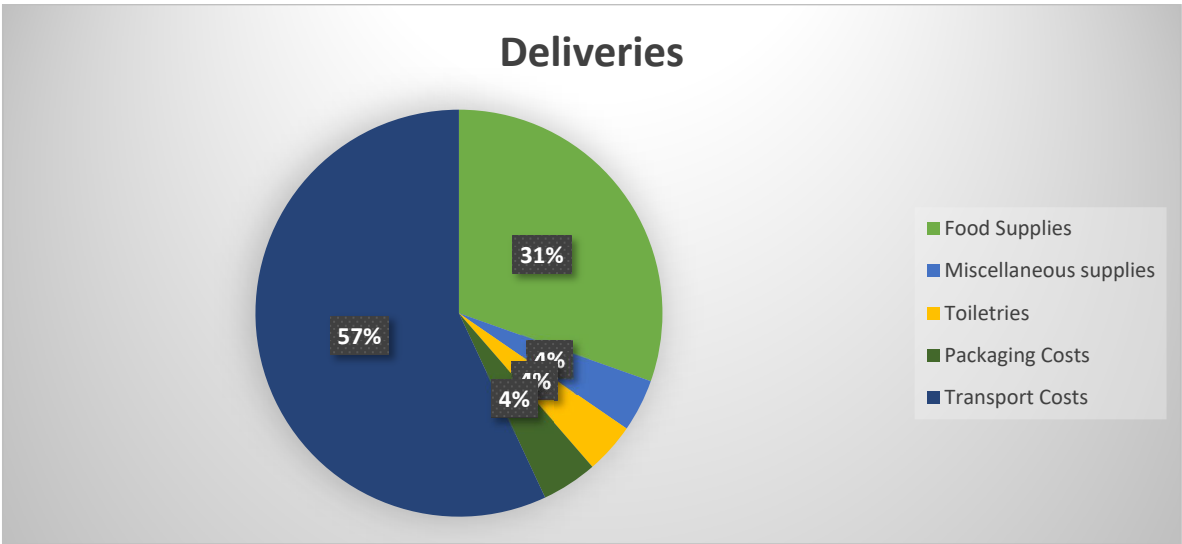
Administration Costs



Premises costs are higher due to the rent and utility bills on two properties but no further improvement costs were incurred.



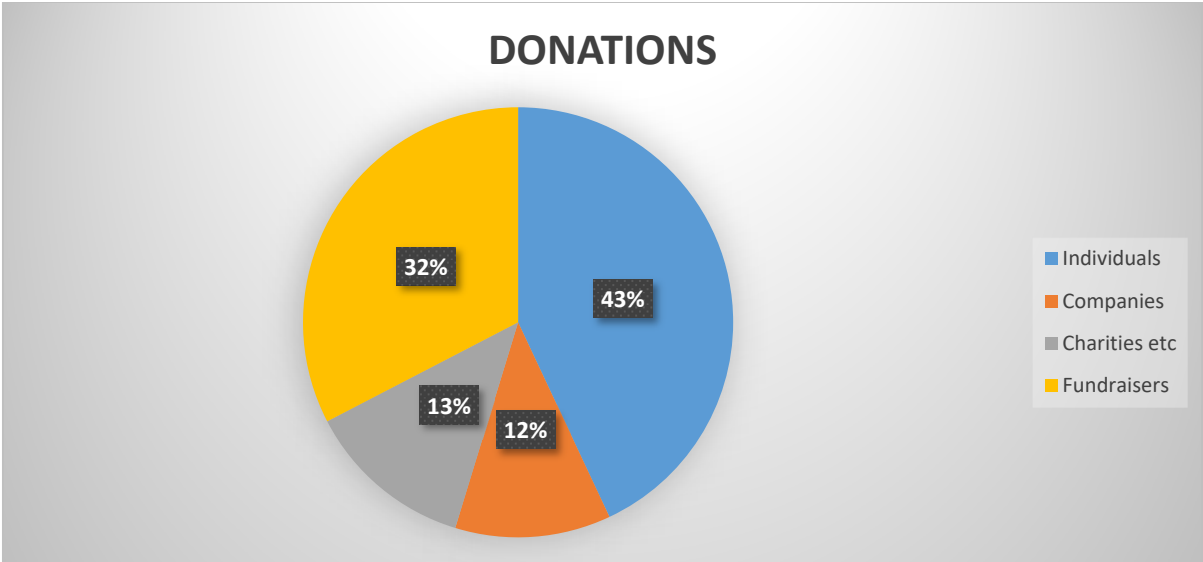
The year saw the continued and regular use of van deliveries of seven day supplies including purchased fresh food.



The net result for the year reserves had risen to £72,145, which is higher than the Trustees deem to be the minimum required. Although the future is still uncertain and the day to day costs are higher than previous years, the Trustees are not looking to increase income and are declining offers of grants and other funding.

Donations

Monetary donations were received from 87 named individuals plus an unknown number who gave anonymously, 9 Companies, Rutland County Council and 13 other Charities, Churches & Schools. Donations were also made via fundraisers including CAF, Give As You Live, Just Giving and PayPal. The total received was £40,148. In addition, Gift Aid amounting to £7,891 was reclaimed during the year.



Volunteers

Once again we have to record our thanks to everyone who has volunteered during the year. It would be impossible to help as many people as we do without the wonderful team who give their time so freely. Their energy and kindness helps create a charity that truly cares for those experiencing poverty.

During the year we bade farewell to a number of our volunteers who were moving away and welcomed a handful new and returning volunteers.

We have continued to work with a smaller number of volunteers (around 35) working in small bubbles to help manage the risks associated with the ongoing pandemic. The smaller teams have continued to display remarkable resilience and flexibility whilst undertaking the collecting, sorting, dating, shelving, picking and packing tasks.

Referrals

As we entered the second year of the pandemic we continued to use the Trussell Trust online voucher / referral system and issued a 7-day food and toiletries pack.

There were a range of referrers but the main ones remained frontline staff from Rutland County Council, Citizens Advice Rutland, the Rutland Community Wellbeing Service, local support agencies, schools and churches. As clients no longer had to attend in person and we continued to call them prior to packing to discuss food allergies, whether they needed nappies, pet food etc. It also allowed the team to discuss delivery arrangements.

We received 704 referrals in 2021-2022, fewer than the first year of the pandemic but more than the year prior to that.

Premises

By April 2021 we were well settled in Numbers 36 Melton Road and 38A Melton Road (The Barn).

On September 23rd 2021, the 8th Anniversary of the Foodbank opening its doors we were please to host a much delayed socially-distanced opening ceremony of the new combined distribution and warehouse premise. We were so pleased that Dr Sarah Furness, the Lord-Lieutenant of Rutland agreed to perform the official opening.





Deliveries

In March 2021 we became the proud owners/drivers of Clemmie (the bright orange van)



During the year we made 704 deliveries and used the van for picking up the donations from local collection baskets in supermarkets, churches and from the villages etc. Having our own transport has given us much more flexibility in delivering and collecting donations during the year. The van's annual mileage was around 6,500.

Activity

Although we were not as busy as 2020-2021 we still operated with packing and delivering five days a week. Obviously some of the sessions were busier than others but the ability to respond to a request for help usually within 24 hours was an important factor in maintaining our operating hours

| Year | No. of Vouchers / Referrals | Adults | Children | Total | Meals Provided |
|--------------------|-----------------------------|--------------|------------|--------------|----------------|
| 2015 - 2016 | 300 | 420 | 232 | 652 | 5,686 |
| 2016 - 2017 | 298 | 372 | 187 | 559 | 5,031 |
| 2017 - 2018 | 366 | 594 | 345 | 849 | 7,641 |
| 2018 - 2019 | 484 | 647 | 495 | 1,142 | 10,278 |
| 2019 - 2020 | 544 | 652 | 736 | 1,388 | 15,492 |
| 2020 - 2021 | 837 | 1,137 | 888 | 2,025 | 42,525 |
| 2021 - 2022 | 704 | 1,011 | 800 | 1,811 | 38,031 |

As part of the process of supporting clients we upload information to the confidential Data Collection System maintained by the Trussell Trust. This anonymised data provides us with an insight to the circumstances of our clients and the primary reason for their referral.

By far the biggest issue are the number of clients who have low incomes.

Some will only need support for a short while whilst they are starting a new job or their benefits are getting sorted but there are some clients who find they need help during periods where they have sudden unexpected expenditure such as urgent bills for repairs etc.

| Crisis (Primary Cause) | No. Vouchers | Adults | Children | Total |
|------------------------|--------------|--------------|------------|--------------|
| Benefit Changes | 59 | 80 | 57 | 137 |
| Benefit Delays | 17 | 24 | 13 | 37 |
| Child Holiday Meals | 12 | 13 | 27 | 40 |
| Debt | 62 | 79 | 58 | 137 |
| Delayed Wages | 13 | 17 | 19 | 36 |
| Domestic Violence | 2 | 2 | 6 | 8 |
| Homeless | 14 | 17 | 3 | 20 |
| Low Income | 395 | 595 | 464 | 1,059 |
| Other | 62 | 94 | 85 | 179 |
| Sickness | 68 | 90 | 68 | 158 |
| Total | 704 | 1,011 | 800 | 1,811 |

We support all ages and families and individuals. Again the database enables us to understand more about the people we help

| Age Group | No. Of People |
|------------------------|----------------------|
| Adults (17-24 yrs) | 190 |
| Adults (25-64 yrs) | 790 |
| Adults (over 65 yrs) | 31 |
| Children (0-4 yrs) | 262 |
| Children (5-11 yrs) | 316 |
| Children (12-16 yrs) | 220 |
| Children (age unknown) | 2 |
| Totals | 1,811 |

| Size of Family | No. Vouchers |
|-----------------------|---------------------|
| Couple | 38 |
| Family | 120 |
| Other | 60 |
| Single | 246 |
| Single Parent | 240 |
| Totals | 704 |

Food Donations

We received 32,900 kg of donations during the year. Our thanks are sent to everyone who has helped us. A true reflection of the community spirit we have in Rutland.

In October 2021, with the support of the Trussell Trust Regional Manager, the Oakham Tesco store became a recognised Permanent Collection Point (PCP) within the Tesco/Trussell Trust network. The benefit of this is the additional financial donation given by Tesco Corporate based upon the weight of donations collected. This added £340 to our income.

During the year Tesco and Trussell Trust hold weekend collection campaigns. Our first collection weekend was held over 3 days at the end of November. A special thank you to the volunteers who braved the chilly breeze in the Tesco porch to explain to customers what was happening and to hand out our shopping wish lists. Over the three days we collected 1145 kg with quite a few of the donations earmarked for the Christmas Goody bags

Collection Points

Our collection baskets in supermarkets and churches and other local venues help us to collect a range of donations.

The village collection scheme is a much valued source of donations. During the year Seaton joined the scheme so we now have 13 villages involved. On Wednesdays Clemmie, the bright orange van, is to be seen criss-crossing the county whilst picking up the village donation boxes.

We've continued to use Facebook as our main social media again this year. Posting our shortages and Wish Lists has helped highlight items which we would like donated.

Again we've been pleased to receive donations of dog and cat food during the year which has meant we've been able to support Rutland residents to keep their pets.

The breakdown of where our food and toiletries donations were collected from shown below:

| Donors (Food & Toiletries) | Weight (kg) |
|---------------------------------------|--------------------|
| Churches | 496.45 |
| Community Collections (Villages) | 4,707.39 |
| Co-op Stores Oakham | 2,868.04 |
| FareShare E Midlands | 7,116.05 |
| Individuals | 3,565.96 |
| Lidl | 1,285.95 |
| Local Businesses & Organisations | 619.90 |
| Other Donors | 600.49 |
| Rutland Charities & Community Grps | 585.60 |
| Schools | 2,461.56 |
| Tesco | 7,732.24 |
| Uppingham (various sites) | 860.28 |
| Totals | 32,899.91 |

Partnerships

Building upon the online partnerships created during the first year of the Pandemic we continued as part of a wider community support to people in need. The opportunities this network creates was invaluable in signposting clients to other local charities and supporting groups.

Fundraising

Once again we've had an interesting year of fundraising.

At short notice a few volunteers took place in the re-scheduled Trussell Trust Race Against Hunger in September 2021 when we joined forces with the Rutland Parkrun at Whitwell on the edge of Rutland Water. The ParkRunners proved to be very generous donating food stuffs and the Trussell Trust runners stood out in their bright orange T-shirts



We were also supported by a number of local groups and businesses who arranged fundraising activities and also collected donations for us.

A number of local individuals undertook significant personal challenges. We are so pleased that they chose the Foodbank as their recipient.

Seasonal Donations

During the year we had generous donations from individuals, schools and churches for Easter and Harvest which helped us keep our stocks up and share some treats to households.

Christmas Goody Bags

With the help of the local community, schools and local businesses and very generous donations we used the top floor of The Barn to pack just over 260 goody bags, one for every household we had supported since January 1st.

Following a very successful first Tesco collection weekend and receiving donations for a number of local individuals, schools and companies who collected for our Reverse Advent Calendar we were able to provide Christmas bags that had not only a range of food treats but also small Christmas decorations and small gifts.

It was a superb piece of teamwork with a team of dedicated volunteers sorting Christmas treats (sweet & savoury), small toys & stocking fillers, toiletry gift sets, colouring books etc and packing to suit the household size and trying to match to the ages of the children and adults.

We also worked alongside the Leicestershire and Rutland Fire Service for the first time this year as we helped distribute the filled shoeboxes they had collected. They very kindly ensure that the boxes were identified by suitability and these boxes were sent to all members of Community young and old alike.


Distribution took place over a few weeks. We were helped massively by a handful of our volunteers and their families who undertook deliveries to clients across the county.

Our donations levels were so good that we were still sending out goodies in the New Year.

Approaching 2022-23

In the spring of 2022 we were still coping with the impact of the pandemic as we approached the end of our year we knew that the operations of the foodbank needed to maintain the flexibility that had been so apparent during the previous months. Our volunteers maintained their resilience and continued to deal with challenges that arose.

To end our report we wish to reiterate our thanks to everyone involved with the operation of the Rutland Foodbank Charity and all those who give their support, it is so appreciated.

Signed: 

Date: 26.09.22.

Print Name: Ali Wainwright, MBE

Position: Trustee, Chair

Signed: 

Date: 26 September 2022

Print Name: Michael Masters

Position: Trustee, Treasurer

Rutland Foodbank

Registered Charity No 1158460

www.rutland.foodbank.org.uk

info@rutland.foodbank.org.uk

Telephone Number 07582 783363

RUTLAND FOODBANK

Receipts and Payments Account 1st April 2021 - 31st March 2022

| | Unrestricted | Restricted | Total Funds | |
|-------------------------------------|---------------|--------------|---------------|---------------|
| | £ | £ | 2021/22 £ | 2020/21 £ |
| RECEIPTS | | | | |
| Income from Donations and Legacies | | | | |
| Gift Aid Claimed | 7,891 | | 7,891 | 3,845 |
| Grant Income | 1,680 | | 1,680 | 19,974 |
| Other Donations | 22,395 | | 22,395 | 47,149 |
| Regular Donations | 16,073 | | 16,073 | 16,396 |
| Investment Income | | | | |
| Interest Received | 96 | | 96 | |
| Other Incoming Resources | | | | |
| Other Income | | | | 1,180 |
| Total Receipts | 48,135 | - | 48,135 | 88,544 |
| PAYMENTS | | | | |
| Charitable Activities | | | | |
| Charity Management & Administration | | | | |
| Advertising | | | | 147 |
| Bank Charges | 96 | | 96 | 16 |
| Computer Services | 186 | | 186 | 124 |
| Insurance | 2,384 | | 2,384 | 1,332 |
| Licences & Subscriptions | 40 | | 40 | 35 |
| Office Expenses | 77 | | 77 | 151 |
| Postage | | | | 56 |
| Printing & Stationery | 456 | | 456 | 530 |
| Sundry Expenses | 140 | | 140 | 75 |
| Telephone | 1,225 | | 1,225 | 914 |
| Food Parcels | | | | |
| Food Supplies | 4,063 | | 4,063 | 2,958 |
| Miscellaneous supplies | 558 | | 558 | |
| Toiletries | 537 | | 537 | 132 |
| Service Delivery | | | | |
| Donations made | 1,000 | | 1,000 | |
| Other Equipment | 130 | | 130 | 156 |
| Other Safety costs | 111 | 46 | 157 | 43 |
| Premises | | | | |
| Cleaning | | | | 13 |
| Fire/Electrical Safety | 88 | | 88 | 276 |
| Fittings | 68 | | 68 | 723 |
| Heating/Lighting | 2,700 | | 2,700 | 864 |
| Moving Costs | | | | 480 |
| Property Improvements | | | | 16,900 |
| Rent | 16,000 | | 16,000 | 11,458 |
| Repairs | 372 | | 372 | |
| Water Rates | 73 | | 73 | 156 |
| Sundry Distribution Costs | | | | |
| Packaging Costs | 460 | 130 | 590 | 254 |
| Transport Costs | 7,607 | | 7,607 | 7,059 |
| Support Costs | | | | |
| Safeguarding | 129 | | 129 | 249 |
| Expenditure on Raising Funds | | | | |
| Just Giving Processing Fee | 400 | | 400 | |
| Just Giving Transaction Fee | 406 | | 406 | |
| Purchase of Fixed Assets | | | | 5,118 |
| Total Payments | 39,306 | 176 | 39,482 | 50,219 |
| All Receipts | 48,135 | - | 48,135 | 88,544 |
| All Payments | 39,306 | 176 | 39,482 | 50,219 |
| Net Movement in Funds | 8,829 | - 176 | 8,653 | 38,325 |
| Total Funds Brought Forward | 63,316 | 1,839 | 65,155 | 26,830 |
| Total Funds Carried Forward | 72,145 | 1,663 | 73,808 | 65,155 |

RUTLAND FOODBANK

Statement of Assets & Liabilities as at 31st March 2022

| | £ |
|------------------------------|---------------|
| Cash at Bank and in hand | |
| Bank Balances | |
| CAF Bank (cash) | 13,759 |
| CAF Bank (gold) | 40,007 |
| Petty Cash | 42 |
| CAF 12month Fixed Rate Saver | 20,000 |
| Net assets | <u>73,808</u> |

Total Funds

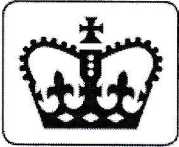
| | £ |
|------------------------|---------------|
| Restricted Funds | |
| Christmas Hampers | 1,344 |
| Toiletries | 177 |
| Covid 19 | 142 |
| Total restricted funds | 1,663 |
| General Fund | <u>72,145</u> |
| | <u>73,808</u> |

Note: Assets retained for the charities own use include office equipment, refrigerators, shelving, scales and a delivery van.

Approved at a meeting of the Trustees held on 6th July 2022


Michael Masters
Treasurer


Ali Wainwright M.B.E.
Chairperson



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name RUTLAND FOODBANK

On accounts for the year ended

31st March 2022

Charity no (if any)

1158460

Set out on pages

1 & 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 31/03/2022

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 (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

4/7/2022

Name:

ANDREW GILBERT

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

ACCA AFFILIATE

Address:

26 PRINCESS AVENUE

OMHAM

LEIS GPQ

Only complete if the examiner needs to highlight 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.

