

STOKE-ON-TRENT FOODBANK ANNUAL REPORT

1ST APRIL 2017 TO 31ST MARCH 2018

Stoke-on-Trent foodbank

Registered address:

Hanley Community Fire Station, Lower Bethesda Street, Hanley, Stoke-on-Trent, ST1 3RP

Charity Registration Number:

1150820

Company Number:

8334798

Trustees of Stoke-on-Trent foodbank for the year 01.04.2017 – 31.03.2018

- Mr Keith Stubbs (Chair)
- Mrs Susan Simcoe
- Mr Martin Macklin
- Mrs Jacqueline Ambler
- Mr Colin Taft – Resigned February 2018
- Ms Kate Halliday
- Mr Andy Godfrey – Joined the Trustees board February 2018

Structure, Governance and Management

- Our structure is shown in Appendix A.
- Our Memorandum and Articles of Association can be found on the Companies House website www.gov.uk/government/organisations/companies-house
- The team of Trustees meet quarterly or as and when required for decision making which provides a robust system of governance and management.
- Stoke-on-Trent foodbank operate the Trussell Trust model of foodbank following their guidelines and governance. Our Regional Trussell Trust representative offers ongoing support, e.g. undertaking an annual audit, policy advice etc.
- We have partnership agreements with all our 15 distribution centres to ensure consistency and good practice.
- Stoke-on-Trent foodbank is a Registered Charity and a Company Limited by Guarantee; this means that we are registered with both Companies House and the Charity Commission. Annual accounts and an annual report are submitted complying with their guidelines.
- The Statement of Accounts for the year 2017-18 are attached as Appendix B.
- The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission.
- Operational management is delegated to the Project Manager.
- The Independent Examiner of the Financial Statements of Stoke-on-Trent foodbank is Mr Glenn Parkes, Parkes & Co. LLP, Accountants, The Manse, Temple Street, Fenton, Stoke-on-Trent, ST4 4NW.
- All the risks to which the charity is exposed, as identified by the Trustees and Project Manager are reviewed at regular intervals and procedures have been established to manage risks to an acceptable level. For example, Insurances, Risk Assessments, Financial matters, Public Liability and Employee Liability, Safeguarding, Policies and Standards of Practice.
- Trustees aim to ensure the charity will be able to continue to fulfil its charitable objects even if there is a temporary shortfall in income or unexpected expenditure. The financial position in respect to both income and expenditure is currently operating to contingency budget introduced 01.07.2017. All financial matters are reviewed regularly in addition to the quarterly Trustee meetings against the backdrop of forward commitments.

- It should be noted that our primary funding stream from the Big Lottery ended July 2017. Since then income has been in the form of individual donations, corporate donations and fundraising events. Currently there are several funding bids pending for future projects which also include general operating and capital costs
 - n.b. Although the Big Lottery funding ended in July 2017 the final payment was received and accounted for in February 2017. This has contributed to the perceived overspend noted in the Statement of Accounts 2017-2018 attached as Appendix B.
- The Trustees of the Stoke-on-Trent foodbank have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees will endeavour not to set aside funds unnecessarily, and will ensure that we maintain sufficient reserve funds to fulfil staff salaries and general outgoings for a minimum period of 3 calendar months

Aim

The Objects of Stoke-on-Trent foodbank are recorded in our Memorandum and Articles as;

'the prevention and relief and poverty in Stoke-on-Trent and the surrounding area, by providing food to local people who are in need of emergency supplies, and by such other means as the Trustees may determine'.

We provide three days' emergency food for those who are in crisis, either due to poverty, sudden loss of employment, benefit related issues, or other crises within their household. Stoke-on-Trent foodbank works with people who are identified and referred by other agencies such as schools, social care, health and voluntary sector organisations. Guests receive a welcome, a hot drink and a listening ear at our centres and are also signposted to further support to ensure they receive the help they need to best resolve their poverty/crisis.

The Stoke-on-Trent foodbank works at reducing the need for individuals having to make return visits and facilitates the engagement of Guests with other services/organisations to improve opportunities aimed at reducing food and general poverty.

Activity

During the 2017/18 financial year local schools, businesses, faith groups, individuals and over 250 volunteers have provided vital support to the Stoke-on-Trent foodbank.

Local people have donated over 85 tonnes of food and other essential items enabling us to provide three-day emergency food supplies to 9,532 local people, 3552 of whom were children.

The top three reasons for foodbank referral were:

low income (26%); benefit delay (24%); benefit changes (22%).

Summary of Achievements & Developments during 2017/18 operating period

1. Staffing/operational amendments were introduced July 2017 following Trustee's approval of the contingency budget. These changes are not thought to have had any detrimental effect on service delivery. The contingency budget is reviewed every six months. Big Lottery funding ended July 2017. Since that time, funding streams from a variety of sources has been introduced.
2. Emergency food is issued out via the 15 food distribution centres located strategically across the city including Biddulph.

3. A partnership agreement with DHL distribution was introduced last summer resulting in the regular provision and distribution of frozen ready meals to 6 key locations across the city.
4. A new funding application to the Big Lottery is currently underway regarding a project called 'Enhancing the Impact'. Stage 1 has successfully been achieved. Stage 2 is to be submitted by mid July 2018.
5. Support from SOTCC Public Health secured funding until 31st May 2018 for the holiday hunger programme.
*A breakdown of all holiday hunger club activity can be found in Appendix C.
6. Excellent support has and continues to be received by SOTCC Councillors.
7. Sadly, we said goodbye to Anna and Sandie during this reporting period both of which have taken forward the work of the foodbank over the past few years.
8. Welcome to Millie who joined the team.
9. The warehouse has once again been the centre of a great deal of activity with a huge turnover of stock. Outcomes for total food collected 2017/18 - 85,388kg
Outcomes for total food distributed 2017/18 - 77,784kg
Thanks, must be recorded to those who manage and volunteer in the warehouse for their hard work and efforts in keeping this vital element of the foodbank activity working smoothly.
10. Plans are in place to prepare for the full role out across Stoke-on-Trent of Universal Credits starting June 2018. The Trussell Trust have produced a report showing that in areas across the UK where full role out has already taken place, the local TT foodbanks serving these areas have seen an average increase of 30% in guests served. Foodbank is a member of several city-wide groups that are preparing for welfare reforms and works closely with partners addressing hardship. Local data indicates that there may well be an adverse impact on those most in need and those that are currently just about managing, following the introduction of these changes.
11. The foodbank website is regularly updated by Millie. You are encouraged to have a look at the site which will keep you informed of all activities and plans. www.stokeontrent.foodbank.org.uk
12. Several local organisations had chosen the Stoke-on-Trent foodbank as their charity of choice, including 'Effective Nutrition' and the 'City Centre Partnership'.
13. Closer links have been established with the North Staffordshire Chambers of Commerce. This will hopefully lead to stronger links with local business leaders with the aim of securing partnership agreements with them.
14. The decision was made to pilot the role out of electronic vouchers now that the Social Fund has ended. The e-voucher referral system with the Advice and Access team is running effectively and is proving to be a great asset, the team have issued 461 vouchers feeding 664 people in total.
15. There have been a series of food drives /money collections at Tesco etc. The food drives have been supported by volunteers from within the foodbank. Vodafone are the main source of support and are consistent in supporting foodbank food drives through their social action policy.
16. Money Matters benefit and debt advice is offered in all 15 distribution centres. There are 4 advisors in total helping to address the needs that Guests are facing and is funded by an anonymous donor that has agreed to fund the benefit and debt advice service for three years starting Nov 2017, since this date 484 guests have had support from the service.

17. The Trussell Trust refer to Stoke-on –Trent foodbank as a centre of excellence, this is because of our proactive dynamic approach, our innovative ideas, our successful outcomes and our efficiency in centre governance. We completed a self-audit in November due to our impeccable record keeping.
18. Having been a volunteer at foodbank for 3 Years, Joanne got the dream job, she said she would not have been able to get where she is today without support from the Stoke-on-Trent foodbank, and is completely grateful for the hand holding experience that she received, she is now bringing her clients in to volunteer so that they can experience the same support network that she had when she was with us.

19. Training and development

Staff;

Safe guarding level 3, GDPR.	Corrine
First Aid, Health and Safety.	Faith, Jon, Millie

Volunteers;

Induction Training	52
Health & Safety	3
Safeguarding	2
First Aid	10
Data protection	4
Food Hygiene	9

20. All policy documents are now in place and are reviewed on a regular basis.
21. Harvest Festival 2017 resulted in an extra 13 tonnes donated during September /October period.
22. All 3 local MP's have visited the foodbank and have assured us of their ongoing support for the work of the foodbank.
23. We have had the privilege of partnering with Young People from National Citizens Service, YMCA. These Young People and their Team Leaders were amazing and went above and beyond for the foodbank, their hard work and fundraising was greatly appreciated. It was an honour to work with them.
24. Preparations were put in place regarding the introduction of the new GDPR Regulations.

Signature of Chair of Trustees,

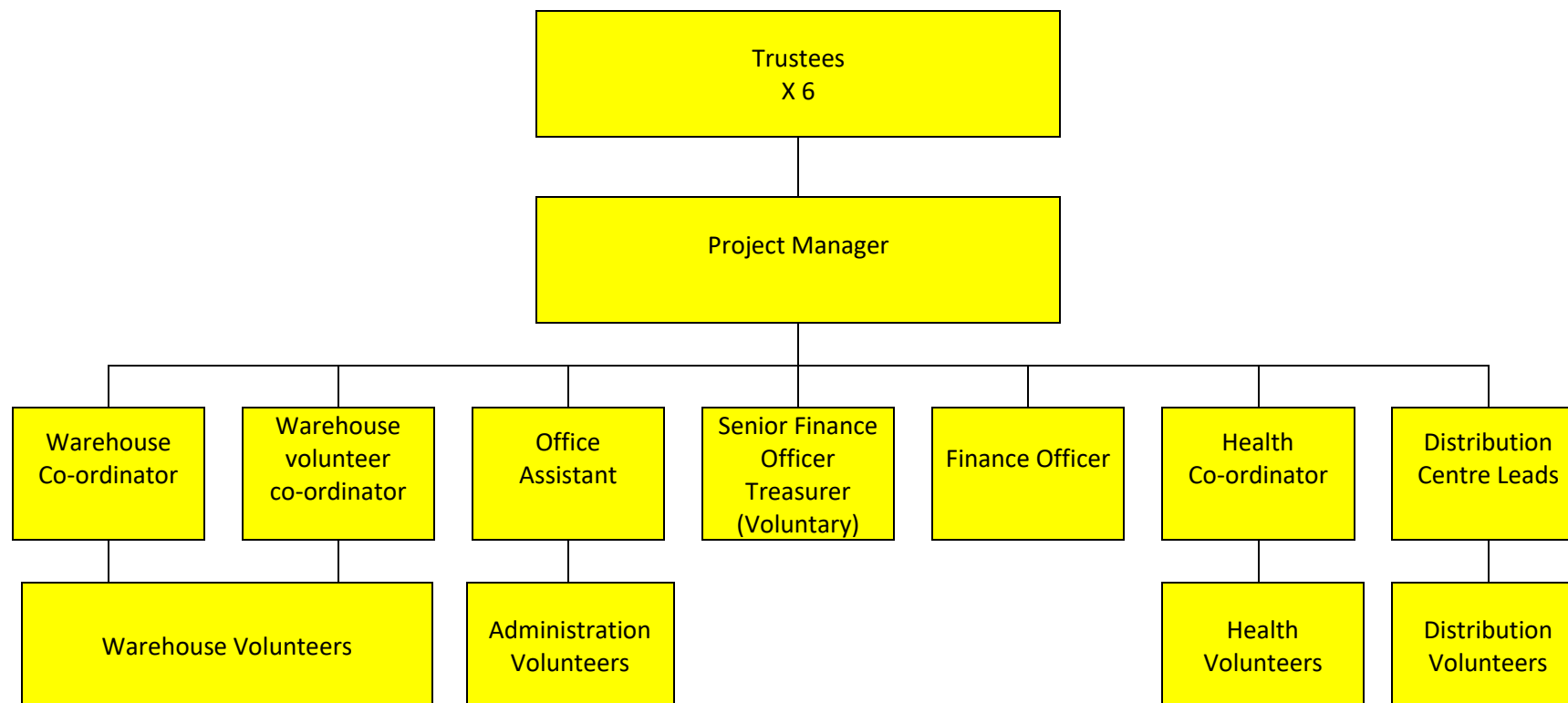
Mr Keith Stubbs,

22nd June 2018

Thank-you for supporting foodbank

Appendix A

Structure Chart - Stoke-on-Trent Foodbank (June 2018)



Appendix B

Statement of Accounts 01.04.2017 to 31.03.2018

Appendix C

Holiday Hunger Club Activity

Meals Served
Apr 17/Mar 18

Venue	Date	1-4 years	5-11 years	12-17 years	17+	total
Temple Street	19/04/2017	21	15	2	28	66
St Stephen's	31/05/2017	10	21	1	15	47
Temple Street	02/06/2017	0	0	0	0	0
Temple St	28/07/2017	13	15	2	21	51
Temple St	04/08/2017	2	4	0	3	9
Temple St	11/08/2017	6	8	1	6	21
Temple St	18/08/2017	12	11	1	12	36
U7 – (a small arts charity)	24/07/2017	0	4	0	1	5
U7	28/07/2017	2	6	2	2	12
U7	31/07/2017	0	5	0	3	8
U7	04/08/2017	0	5	1	1	7
U7	07/07/2017	1	4	1	1	7
U7	11/07/2017	0	3	0	3	6
U7	14/08/2017	1	7	1	5	14
U7	18/08/2017	0	2	0	2	4
U7	21/08/2017	0	8	2	4	14
U7	25/08/2017	2	3	1	3	9
U7	28/08/2017	0	1	0	2	3
U7	01/09/2017	1	5	1	5	12
St. Stephens	26/07/2017	11	36	6	21	74
St. Stephens	02/08/2017	17	43	8	25	93
St. Stephens	09/08/2017	9	15	1	14	39
St. Stephens	16/08/2017	6	15	1	10	32
St. Stephens	23/08/2017	4	12	4	9	29
St. Stephens	30/08/2017	8	8	3	14	33
Temple St	25/10/2017	8	9	1	12	30
U7	23/10/2017	0	10	0	4	14
U7	27/10/2017	2	10	2	5	19
West End	27/10/2017	0	0	0	0	25
West End	01/12/2017	0	0	0	0	37
St. Stephens	21/02/2018	10	22	4	16	52
		146	307	46	247	808
Average		6.35	13.35	2.00	10.74	35.13

Notes:

Burnwood Primary Parents provided food for 80 children who attended Holiday Club activities. They decided to 'go it alone'. (Reported in Sentinel Newspaper).

Wesley Hall Methodist church partnered with Swan Bank Methodist church and Port Vale.

West End Methodist church has received funding over 2 years to provide holiday clubs – project called 'Munch Club'.

U7 to provided activities for children with special needs who were unable to participate in large groups.