



# ANNUAL REPORT

## 2019

Registered Charity Number 1177303

Company Registration Number CIO13360

Principal Office      Northgate Hospital  
Morpeth  
NE61 3BP



TRUSTEES: Richard Charles Anderson  
Elizabeth Evans  
Linda Mary Fugill  
Chris Grocock  
John Rowley  
Sheila Rowley  
John William Watson (appointed 7th January 2020)

TREASURER:	John Rowley
SECRETARY:	Richard Anderson/Sheila Rowley

PROJECT MANAGER	Linda Fugill
ADMINISTRATION CO –ORDINATOR	Sheila Rowley

WAREHOUSE MANAGER	Joan Beecroft
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FINANCE DEVELOPMENT	Sean Fugill
ADMINISTRATION ASSISTANT (Salaried)	Dianne Keltie

INDEPENDENT EXAMINER	Wellway Accountants Limited Borough Hall Wellway Morpeth NE61 1BN
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## Chairman's Remarks

I have pleasure in presenting to you a record of the activities of Wansbeck Valley Food during 2019.

The last year has proved to be a year of growth. We have seen the demand for our services increase by 50 % over the previous year.

The reasons for this are many and varied, including the roll out of Universal Credit in our area and an increase in the number of partner referring agencies.

The knock on effect of this growth meant that we had to extend the hours worked by our Administrative Assistant, double up drivers and take on more volunteers.



### Christmas Collection

The run up to Christmas saw our busiest period ever, with special parcels being distributed to people identified by our referring partners as needing additional help.

We continue to operate from Northgate Hospital site and we are grateful to Northumbria Healthcare NHS Foundation Trust for their ongoing support. They have also provided us with overspill storage, which is required at peak times.

We are constantly 'blown away' by the support we receive from individuals and local organisations, both in terms of finance and provision of food. At Christmas there was a steady stream of vehicles delivering supplies.

We of course could not function without the support of our dedicated team of volunteers, who tirelessly give of their time and energy.

This growth has caused us to reconsider our operating model and the Trustees have initiated a Strategic Review to enable us to effectively and efficiently face the challenges of the new year.

Sheila Rowley

Chair of Trustees



## Trustee's Report

### Objects and Aims

Wansbeck Valley Food Bank is a registered charity, set up to prevent or relieve poverty or financial hardship in Northumberland. The charity achieves its aims and objectives, in particular but not exclusively by:

- The provision of emergency food parcels, items, services and facilities to individuals in financial need
- Contributing to and co-operating with charities and other organisations

### Objectives, strategies and activities

During the past year the charity has issued emergency food parcels to those identified as being in need by our professional and caring partners. These parcels provide food for 3 meals for 3 days for each eligible individual in the household. In special circumstances the number of days food is provided can be extended. These parcels are usually collected from our Distribution Centres.

For those with mobility and transport issues we use our dedicated transport to make home deliveries.

When available we often supplement food parcels with bread, cheese, spread, some fresh produce and toiletries.

Clients are also offered a Butcher Voucher and a Fruit and Vegetable Voucher on a yearly basis.

We try where possible to cater for clients with special dietary needs, babies and pets.



**Another donation arrives!!**



We operate from premises at Northgate Hospital. We have sole use of the building.

This provides warehousing, distribution and administrative facilities. When requested we have access to overspill storage facilities.

In addition we have distribution centres in Ashington and Newbiggin.

The food and services we provide are funded by generous cash donations from a range of supporters, from individuals to local organisations, councils, businesses, churches and schools.

In addition, we receive huge quantities of food donations. In the run up to Christmas our Warehouse Manager received the equivalent of almost half a year's supply of food in one month. This was quickly turned into food parcels and issued to our ever-increasing number of clients.

Our Warehouse Manager continuously monitors stock levels, highlighting potential shortages and ensuring there are adequate supplies to meet demand. Although contributions are high and have continued to be all year there are certain basic items that have to be ordered on a regular basis, such as longlife milk, tinned meat, tinned fruit, rice pudding and custard.

Our operation is entirely dependent on the continuing and incredible generosity of the community in terms of food and financial donations.





**An Asda Collection**

We now have a range of organisations who support us by having collection baskets and collecting tins on their premises and some businesses who supply us with left over produce on a regular basis.

We are almost solely reliant on a team of dedicated volunteers who sort food, stack shelves, pack bags, drive the van and distribute the parcels.

This year we have replaced plastic carrier bags with paper bags in an effort to be more environmentally friendly. These have proved to be very sturdy and practical and are not significantly more expensive than the plastic alternatives.

The growing demands on the services provided by the Food Bank and the associated workload meant that the hours of our Administrative Assistant were extended during the year from 15 hours per week to 25 hours per week. In addition, we have extended the number of volunteers solely associated with administrative duties.

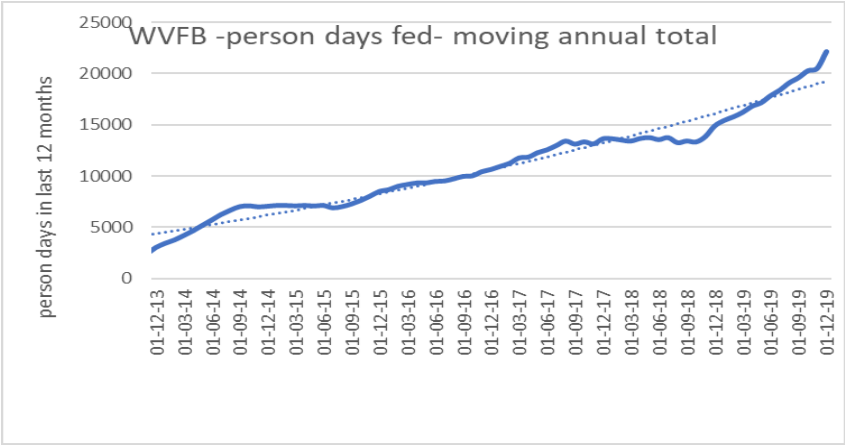
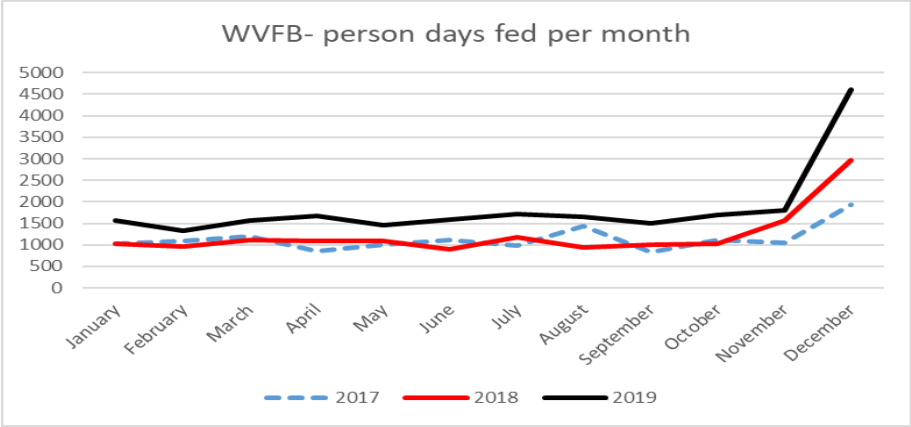
### **Public Benefit**

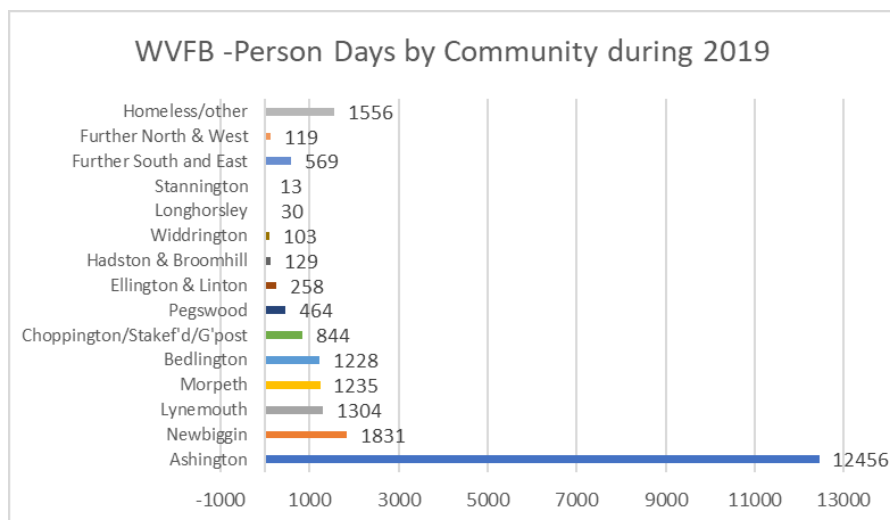
The Trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charities Commission for England and Wales.



## Achievements and Performance

During the past year we have fed almost 7000 individuals. The number of days people were fed was just over 22,000. The approximate value of food issued was almost £133,000. Since we began in 2012 we have issued approaching half a million pounds worth of food.





## Financial Review

The charity's current account will be maintained at approx. £5000. This can be increased with trustee approval for exceptional items. The deposit account will be maintained for the remaining balances.

### ***Policy on reserves***

The trustees have no defined policy in terms of the levels of resources held. However, the trustees regularly on a quarterly basis review the amount of reserves that are required to ensure that they are adequate to fulfil the Food Bank's continuing obligations and to provide our services, for a minimum of a 6 month period.





## **Structure, Governance and Management**

### ***Nature of governing document***

Wansbeck Valley Food Bank is governed by a Constitution of Charitable Incorporated Organisation.

### ***Recruitment and appointment of trustees***

Trustees are appointed at the AGM, however the trustees may appoint a new trustee to temporarily fill a vacancy or to bring in additional skills or experience. Such a trustee will retire at the next AGM but can then be reappointed.

The Trustees, where practicable are involved in the work of the Food Bank.

### ***Organisational structure***

The Trustees have appointed an Operations Team to oversee the day to day activities of the Food Bank. They report to and are accountable to the Trustees.

The team consists of volunteers who are involved in all aspects of the work of the Food Bank.

The Annual Report was approved by the trustees of the charity on 16th March 2020 and signed on its behalf by : Sheila Rowley Chair



**Donations**



## **Independent Examiner's report to the trustees of Wansbeck Valley Food Bank**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2019 details of which are summarised here. The full report is available on request.

### ***Respective responsibilities of trustees and examiner***

As the charity's trustees of Wansbeck Valley Food Bank 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 Wansbeck Valley Food Bank'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***

I have completed my examination. I confirm that no material matters have come to my attention with the examination giving me cause to believe that any material respect:

1. Accounting records were not kept in respect of Wansbeck Valley Food Bank as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting 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.

R Thompson  
ICAEW  
Borough Hall  
Morpeth  
Date 16 March 2020



## Balance Sheet as at 31 December 2019

<b>Current Assets</b>	<b>Year ended 31 December 2019</b>	<b>26 February 2018 to 31 December 2018</b>
Cash at bank and in hand	57,245	75,832
Creditors: Amounts falling due within one year*	<u>(156)</u>	<u>(27,397)</u>
<b>Net Assets</b>	<b><u>57089</u></b>	<b><u>48,435</u></b>

### **Funds of the Charity**

#### **Unrestricted income funds**

Unrestricted funds	<u>57089</u>	<u>48,435</u>
<b>Total funds</b>	<b><u>57089</u></b>	<b><u>48435</u></b>

\*Creditors falling within one year

Other Taxation and social security	106	(103)
Accruals		27500
Other creditors	50	



**Wansbeck Valley Food Bank**  
**Detailed Statement of Financial Activities for the Period**  
**for the year ended 31 December 2019**

	<b>Total Year end- ed 31 Decem- ber 2019 £</b>	<b>Total 26 February 2018 to 31 December 2018 £</b>
<b>Income and Endowments from:</b>		
Donations and legacies	55102	104915
Other trading activities	45	840
Investment income	76	36
 Total income	 <u>55223</u>	 <u>105791</u>
 <b>Expenditure on:</b>		
Raising funds	(974)	-
Charitable activities	(45,595)	(57356)
 Total expenditure	 <u>46569</u>	 <u>57356</u>
 Net income	 8654	 48435
 Net movement in funds	 8654	 48435
 <b>Reconciliation of funds</b>		
 Total funds brought forward	 48435	 -
Total funds carried forward	<u>57089</u>	<u>48435</u>



**Wansbeck Valley Food Bank**  
**Detailed Statement of Financial Activities for the Period**  
**for the year ended 31 December 2019**

	Total Year ended 31 December	Total 26 February 2018 to 31 December 2018
	£	£
<b><i>Donations and legacies</i></b>		
Legacies and bequests	289	100
Donations from antecedent organisations	-	57,083
Donations - Individuals	20716	12,760
Donations – Churches	5924	4,018
Donations Town and Parish Councils	14100	12,295
Donations – Morpeth Mayors Charity	-	7,358
Donations – Collection Boxes	60	1,010
Donations – Local Business and Clubs	2914	5,639
Grants – other agencies	<u>11099</u>	<u>4,652</u>
	<u>55102</u>	<u>104,915</u>
<b><i>Other trading activities</i></b>		
Sale of Christmas Cards	<u>45</u>	<u>840</u>
	<u>45</u>	<u>840</u>
<b><i>Investment income</i></b>		
Interest on cash deposits	<u>76</u>	<u>36</u>
	<u>76</u>	<u>36</u>



**Wansbeck Valley Food Bank**  
**Detailed Statement of Financial Activities for the Period**  
**for the year ended 31 December 2019**

	Total Year ended 31 December 2019 £	Total 26 February 2018 to 31 Decem- ber 2018 £
<b><i>Raising funds</i></b>		
Fundraising costs	(974)	-
	<u>(974)</u>	-
<b><i>Charitable activities</i></b>		
Food and Toiletries	(19,052)	(9,446)
Packaging	(1,223)	(263)
Wages and Salaries	(13,000)	(2,250)
Staff pensions (Defined contribution)	(177)	-
Recruitment Cost	-	((700)
Rent	(1320)	(2689)
Insurance	(556)	(556)
Telephone and Stationery	(3713)	(2,674)
Equipment and IT	(457)	(2,662)
Printing	(427)	(598)
Sundry Expenses	(612)	(398)
Northgate Premises Expenses	(3,877)	(32,348)
Over/(under) provision in previous	6860	-
Motor Expenses	(5748)	(1,548)
Accountancy fees	(1860)	-
Legal and professional fees	(296)	(1,174)
Bank charges	(137)	(50)
	<u>(45,595)</u>	<u>(57,356)</u>



**Notes to the Accounts: (Full details of these can be provided on application)**

The trustees have prepared the trustees' report and financial statements in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland.

***Financial guarantee contracts***

The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

***Tangible fixed assets***

Individual fixed assets purchased are written off in the year of purchase.

The charity owns a van which was transferred on incorporation. This was written off in the year of purchase in 2015. A van fund has been formed in anticipation of purchasing a new van and an annual amount is credited to this fund in line with a depreciation on the current van over its expected life of 4 years.

***Trustees remuneration and expenses***

No trustee, nor any persons connected with them, have received any remuneration from the charity during the year.

## **Project Manager's Report**

### **50% Increase in demand and still growing!**

2019 has been yet another busy year for the Food Bank, during which we have issued 22,140 days of food. This represents an increase of approximately 50% over the previous year. Since our small beginnings back in late 2012 we have provided almost half a million pounds worth of food. In anticipation of further growth we are currently undertaking a comprehensive review of our service in order to ensure it can continue to support those in need within our community for as long as the need continues to exist.

Our Facebook page is proving to be an excellent vehicle for communication. Alongside the “newsier” articles so essential for keeping the work of the Food Bank in the minds of both clients and supporters, we find this is an effective way of notifying matters such as stock shortages, supermarket collection dates and changes to operating hours.



During the autumn one of our younger supporters even made the national news. Lennon Rainbow, a pupil of Bothal Primary School decided to go around his neighbours collecting foodbank donations with his wheelbarrow. Thanks so much Lennon and well done!

Working alongside the CELL project we have been exploring ways of helping families struggling to feed their youngsters outside the school term time. WE have provided the stock for meals for both parents and their children attending weekly holiday clubs in Linton and Lynemouth. In addition, food parcels have been issued where the holiday club teams have identified families who would most benefit.



As a Food Bank we often encounter clients whose problems require financial and budgeting support. While we are happy to provide food support, there has been limited capacity in partner organisations to help address the root causes of their difficulties. Therefore, it is most encouraging to learn that a local group in the Ashington area intend to establish a Community Money Advice Service. We wish them every success and look forward to signposting clients to them once established.



During 2019 Newcastle Building Society have provided us with a grant to launch a vegetable voucher scheme, enabling us to provide occasional £5 vouchers that can be exchanged at local greengrocers for vegetables and fruit of their choice. This has followed on from our established meat voucher scheme. While we cannot afford to provide such vouchers on a regular basis, both schemes have been well received as they provide clients with the dignity of shopping for food of their own choice. Christmas is always a particularly busy time of the year, when the generous donations from so many individuals and organisations enable us to respond to the needs of those who would otherwise really struggle over the Festive period.

However I'm sure everyone appreciates that a Food Bank is not just for Christmas, our service is required throughout the year. So thanks to all of you, the businesses, councils, organisations, churches, community groups, volunteers and individual supporters who sustain our service. Only through your commitment, encouragement, food and cash donations can we continue to be here to meet need in our community.

Linda Fugill

Project Manger



## Messages from our Referrers

**“The Hollon Trust** continues to find WVFB an immensely valuable organisation in helping us to meet our primary objective of “relieving distress and/or hardship” in Morpeth. This last year has seen the Trust faced with a number of Universal Credit transfer problems; particularly young people with babies. WVFB has responded so positively to our requests for temporary support, getting those young people through a potential crisis. The Trust in turn is more than happy to continue to make an annual financial contribution towards the work of WVFB.”

### **Northumberland Families First** wrote

I am writing on behalf of Northumberland Families First team in Ashington to express our thanks and those of the families we are working with for the delivery of food parcels for distribution at Christmas 2019. Your help was very much appreciated.



**Donation from the Lions Club**



## A Message from a Supporter

After starting the relationship with the Morpeth branch of the **Newcastle Building Society** and the Wansbeck Valley Foodbank 4 years ago we have found it to be very rewarding.

We are aware of how important the service is to the local community and the demand for the service has increased over the years.

The Newcastle Building Society works closely with the community and the Wansbeck Foodbank have received a number of successful grants from our Community Fund which have enabled them to look at new ventures, such as meat vouchers, we also have a food collection point within the branch for customers to drop off food donations.

We are happy to be able to help them on a regular basis, with the team using the Community room at the Morpeth Branch for their meetings.

We look forward to continuing the relationship in the future.



Receiving an award from Newcastle Building



# THANK YOU

We are supported, both financially and with goods, by so many people and organisations it is impossible to name them all, you know who you are and we are grateful to:

Local Businesses

Local Churches

Local Schools

Local Town and Parish Councils

Local Organisations

Numerous Individuals