



ANNUAL REPORT

2020

Registered Charity Number 1177303

Company Registration Number CIO13360

Principal Office Northgate Hospital
Morpeth
NE61 3BP



TRUSTEES: Richard Charles Anderson
Linda Mary Fugill
Keith Grimes (appointed 29th October 2020)
Chris Grocock (resigned 10th December 2020)
Peter Robertson (appointed 1st October 2020)
John Rowley
Sheila Rowley
Andrew Tebbutt (appointed 10th December 2020)
John William Watson

TREASURER: John Rowley
SECRETARY: Richard Anderson/Sheila Rowley

PROJECT CO-ORDINATOR Linda Fugill
ADMINISTRATION CO –ORDINATOR Sheila Rowley

ADMINISTRATION ASSISTANT (Salaried) Dianne Keltie/Tracey Brown

INDEPENDENT EXAMINER Wellway Accountants Limited
Borough Hall
Wellway
Morpeth
NE61 1BN



Chairman's Remarks

I have pleasure in presenting to you a record of the activities of Wansbeck Valley Food during 2020.

The last year has again proved to be a year of growth. We have seen the demand for our services increase by almost 30%.

We carried out a Strategic Review during the year and having implemented several of the recommendations feel we are now operating more effectively and efficiently.

However, no one was aware of the imminent Covid 19 pandemic.

As a result of the pandemic and in order to protect our volunteers, the trustees took the decision to close both the Ashington and Newbiggin distribution points and deliver direct to all our clients from the Morpeth warehouse.

In order to cope with this increase, a decision was made to purchase a second delivery van and employ an additional part time Administration Assistant.

The increased workload, resulting from this growth, meant that we had to extend the hours worked by our Administrative Assistants. We have also increased our van collections/deliveries and doubled up the drivers to deal with the increasing demands, as well as hiring a third van for the extra deliveries during the latter part of 2020.

The run up to Christmas saw our busiest period ever, with a variety of Christmas extras being added to bags before being distributed to clients.

We continue to operate from the Northgate Hospital site and are grateful to CNTW NHS Foundation Trust for their ongoing support. They had provided us with overspill storage, which was required at peak times, but is no longer available. This resulted in the Food Bank purchasing 2 storage containers which are situated onsite.

We are constantly 'blown away' by the support we receive from individuals and local organisations, both in terms of finance and provision of food. Despite restrictions, 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 has been especially appreciated during this challenging time.

This new year will no doubt bring its new challenges. Whatever they may be, we aim to meet these and overcome them, to continue to be able to offer our services to those in need.

Richard Anderson
Chair of Trustees



Trustees' 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 working to prevent or relieve poverty from within Northumberland.

Objectives, strategies and activities

At the beginning of 2020 the Trustees commissioned a Strategic Review of the Food Bank's activities and operations. This review considered and made recommendations in the following areas:

- Operating Location
- Administration Resources
- Shared Workload
- Vehicles
- Communications
- Warehouse Capacity/Stock Management
- Finance Systems
- Distribution Centres
- IT Enhancement

Whilst all recommendations were accepted, some proposals are still on hold until Covid restrictions are lifted. Other proposals were implemented in tandem to our response to Covid.

The charity had to change its operating model, literally overnight, as the country entered its first lockdown in March 2020.

To ensure the safety and wellbeing of our staff, volunteers and clients, we immediately closed all distribution centres and adopted a delivery only service from our hub at Northgate Hospital.



A significant number of our volunteers fell into the vulnerable and at-risk category and had to cease their duties. In addition, we adopted a bubble system in the warehouse/distribution hub, with a limited number of volunteers.

An additional van was hired, and we have latterly taken delivery of a second van, as we envisage continuing our present system for some considerable time.

Notwithstanding all the changes and challenges, we continued to provide emergency food parcels to those identified as being in need. All requests were fulfilled.

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 that is provided can be extended. We have found that due to benefit delays we have been requested to issue an increasing number of 7-day parcels.

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

Clients are also offered a Butcher Voucher and a Fruit and Vegetable Voucher when first referred.

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

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

This provides warehousing, distribution and administrative facilities. Just before Christmas 2020 we took delivery of two storage containers that are now located adjacent to the building. These provide for overspill storage.



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. We have witnessed a steady and consistent stream of cash donations throughout the year. This inflow will ensure that we will be able to adapt to the unfolding demands in 2021.

Despite the varying restrictions in place throughout the year we have continued to receive huge quantities of food donations. We have been unable to continue with our regular monthly Asda collection days. This has led to a reduction in the volume of overall food donations and this together with increased demand has led to the need to use our financial resources to purchase more food than in previous years.

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

We now have a range of organisations who support us by having collection baskets 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.

We continue to use 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 change in operating model, the growing demands on the services provided by the Food Bank and the associated workload meant that the hours of our Administrative Assistant needed to be extended, to create a full-time equivalent post. This was achieved by creating a job share position, the incumbent now works three days per week and a new appointment to work the other two days was made. Systems have been put in place to allow admin staff to work from home if need be. A generous grant has been received from the Coalfields Community Investment Programme (England) to cover the salary costs of this second position. This arrangement is for a twelve month period commencing October 2020.



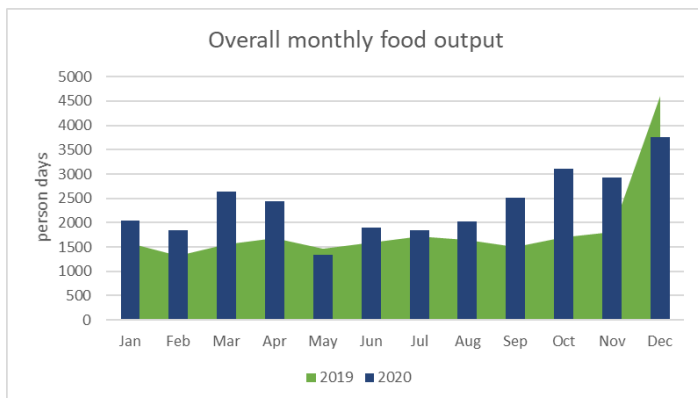
We have introduced a new stock control system to help monitor stock levels, highlight potential shortages and ensure there are adequate supplies to meet demand. Although contributions are high and have continued to be all year there are certain basic items that have to be ordered on a regular basis, such as long-life milk, tinned meat, tinned fruit, rice pudding and custard.

Public Benefit

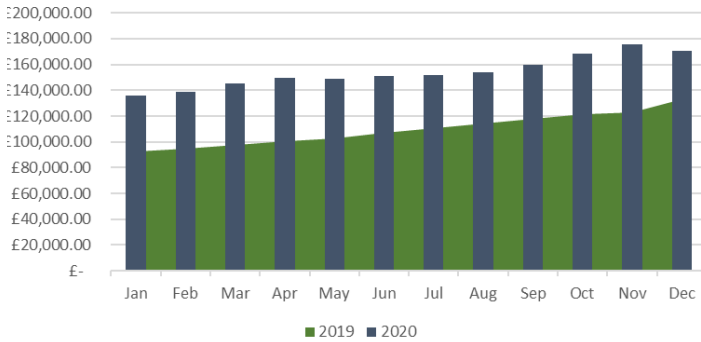
The Trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charities Commission for England and Wales.

Achievements and Performance 2020

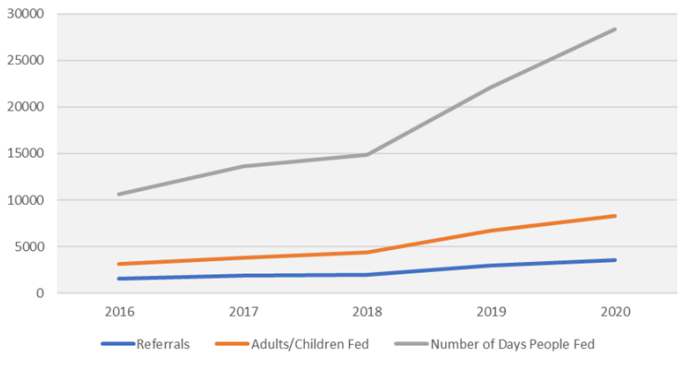
During the past year we have fed over 8,000 individuals. As a result of increased demand and larger parcels, the number of days people were fed is now in excess of 28,000 per annum. The approximate value of food issued was just over £170,000 in 2020.



Moving annualised service value



Referrals v Individuals Fed v Number of Days Fed





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. This is in accordance with the Food Bank's Financial Policy.

Policy on reserves

The trustees have no defined policy in terms of the levels of resources held. However, the trustees regularly review reserves 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 a Charitable Incorporated Organisation, governed by a Constitution.

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 appointed an Operations Team to oversee the day to day activities of the Food Bank. However, given the constraints imposed by Covid, the Trustees themselves have assumed a more hands-on approach to operations. The responsibilities and duties of the Operations Team will be reviewed post-Covid.

The Annual Report was approved by the trustees of the charity on 12th January 2021 and signed on its behalf by : Revd John Rowley



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 2020 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 29 March 2021



Balance Sheet as at 31 December 2020

Current Assets	Year ended 31 December 2020	Year ended 31 December 2019
Cash at bank and in hand	152989	57245
Creditors: Amount falling due within one year*	<u>(39)</u>	<u>(156)</u>
Net Assets	<u>152950</u>	<u>57089</u>

Funds of the Charity

Restricted Funds	6833	-
Unrestricted Income Funds		
Unrestricted Funds	<u>146117</u>	<u>57089</u>
Total Funds	<u>152950</u>	<u>57089</u>

*Creditors falling within one year

Other Taxation and Social Security	-	106
Other Creditors	39	50
	39	156



Wansbeck Valley Food Bank
Detailed Statement of Financial Activities for the Period
for the year ended 31 December 2020

	Total Year end- ed 31 Decem- ber 2020 £	Total Year ended 31 December 2019 £
Income and Endowments from:		
Donations and legacies	197602	55102
Other trading activities	-	45
Investment income	59	76
Total income	<u>197661</u>	<u>55223</u>
Expenditure on:		
Raising funds	(109)	(974)
Charitable activities	(101691)	(45595)
Total expenditure	<u>101800</u>	<u>46569</u>
Net income	95861	8654
Net movement in funds	95861	8654
Reconciliation of funds		
Total funds brought forward	57089	48435
Total funds carried forward	<u>152950</u>	<u>57089</u>



Wansbeck Valley Food Bank
Detailed Statement of Financial Activities for the Period
for the year ended 31 December 2020

	Total	Total
	Year ended 31	Year ended 31
	December	December
	2020	2019
	£	£
<i>Donations and legacies</i>		
Legacies and bequests	-	289
Donations - Individuals	101646	20716
Donations – Churches	7864	5924
Donations Town and Parish Councils	34875	14100
Donations – Collection Boxes	153	60
Donations – Local Business and Clubs	10486	2914
Gift Aid Tax Reclaimed	3891	-
Grants – other agencies	<u>28687</u>	<u>11099</u>
Grants—other agencies	10000	-
	<u>197602</u>	<u>55102</u>
<i>Other trading activities</i>		
Sale of Christmas Cards	-	<u>45</u>
	-	<u>45</u>
<i>Investment income</i>		
Interest on cash deposits	<u>59</u>	<u>76</u>
	<u>59</u>	<u>76</u>



Wansbeck Valley Food Bank
Detailed Statement of Financial Activities for the Period
for the year ended 31 December 2020

	Total	Total
	Year ended 31	Year ended
	December	31 Decem-
	2020	ber 2019
	£	£
<i>Raising funds</i>		
Fundraising costs	<u>(109)</u>	(974)
	<u>(109)</u>	<u>(974)</u>
<i>Charitable activities</i>		
Food and Toiletries	(32078)	(19052)
Packaging	(1,596)	(1223)
Wages and Salaries	(14475)	(1300)
Wages and Salaries	(3167)	-
Staff pensions (Defined contribution)	(248)	(177)
Rent	(1320)	(1320)
Insurance	(580)	(556)
Telephone and Stationery	(4365)	(3713)
Equipment and IT	(1118)	(457)
Printing	(802)	(427)
Sundry Expenses	(351)	(612)
Northgate Premises Expenses	(13832)	(3877)
Over/(under) provision in previous year	-	6860
Motor Expenses	(25298)	(5748)
Accountancy fees	(1896)	(1860)
Legal and professional fees	(505)	(296)
Bank charges	(60)	(137)
	<u>(101691)</u>	<u>(45595)</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 in 2018. In 2020, a second van and two containers were purchased.

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

2020: The Year that Nobody Expected.

If you had told me at the start of 2020 that we would be masked, distanced, and staying at home, I would never have believed you. COVID-19 has turned the whole world upside down, and the foodbank has been no exception.



Within a matter of weeks, we had closed our distribution centres and turned our base at Northgate into mission control for deliveries. To those of you who made it possible for people to work from home and the team of drivers who came to drive the vans, thank you.

We had to say a sad goodbye to many of our volunteers who were required to self-isolate or shield. Although we have not been able to spend time with you, we have not forgotten all your support and hard work.

Thank you, and we cannot wait to see you again soon.

We have had to organise ourselves into bubbles, keep our distance in the warehouse, and keep our masks on. When just leaving the home has felt unsafe and risky, thank you to all who have come out and volunteered.

By stacking shelves, packing bags, picking up donations, and delivering parcels, you've kept some of the most vulnerable people in our communities fed. You have been lifesavers.

Thank you.

People have driven up to the warehouse with crates of food, popped cans of beans in the trolley at ASDA, made online donations, put envelopes of cash through the letterbox, and organised collections on their streets. You've kept us going, and we cannot thank you enough.

We have delivered more food than in any other previous year, had to increase storage capacity with two new shipping containers in the carpark, and have acquired a new van, allowing us to support even more people. We also now have more shops on board with our voucher scheme, enabling people to buy their own food with dignity and pride. To those who have made this happen, we really appreciate your work.



Wansbeck Valley Foodbank has always been a team effort: volunteers, staff, trustees, businesses, charities, and the public. What we can achieve together is incredible and – despite a pandemic – we did it again in 2020.

We kept calm, we carried on, and that is all thanks to you.

Linda Fugill
Project Manager



Messages from a Client

I want to whole heartedly thank the team at the Wansbeck food bank. As a single parent , we never have more than £100 a month to spend on anything after, the house, bills and childcare. So savings is not something we have.

I usually work overtime a lot, but it means more petrol, parking and childcare. I have always worked overtime and paid my way, even bought a little house with the overtime. I am highly trained and studied and worked a lot in other countries. I am just trapped here, where I have no family support, because of my British child. Whose father has not seen or supported her for 6 years.

We do have amazing friends, but they don't know how bad it is, but have helped us too.

Until August we have given to the food bank . Even just cereal or pasta. I was brought up to be proud and never ask help. This had been the hardest embarrassing year of my life. Having to ask help.

Covid and other stress from domestic abuse just pushed my blood pressure so high that I had to go off sick and reached half my salary very soon. As a previous injury already reduced my sick leave.

Half my salary only paid my house and I couldn't have any more breaks on my mortgage, I didn't pay any other bills. It's was making life even harder.

With my child feeling the stress too and it's just such a dark place. I have helped her by baking cookies and growing seeds and paintings and playing board games. But could feel myself want to breakdown and just cry, because the future is so very scary and unknown. She started having more hormones and her skin would break out in pimples and I just cannot buy things to help her.

Even going to work is a nightmare as I have to have money for petrol and bus money for going to school as everything has to change from the life as we know it. I know it's the same for everyone else too.



This help has , taken so much of the stress away, to focus my attention on fixing other problems. I have recently applied for universal credit and got 2 payments, which changed now I started working again. Trying to slot everything into its spaces and keep on going.

Thanks for being so discreet, that my child never picked up that we get help, she would be so embarrassed. We help people not the other way around.

She did once ask where the snacks come from as we never had so many treats. I brought her up to be humble and caring and have respect for people . The last week she has been taking a sandwich to school for a friend, who appreciates it very much, I didn't know she was sharing her food at school , but comes home starving everyday . I don't know the situation I just make a spare sandwich.

Thanks so very much.

May God Bless you all abundantly. X Xx





THANK YOU TO THE FOLLOWING :

Asda Ashington
Co-ops
Morrisons Morpeth
Sainsburys

Ashington Town Council
Bedlington East Parish
Bedlington West Parish
Choppington Parish Council
Lynemouth Parish Council
Morpeth Town Council
Newbiggin Town Council
Pegswood Parish Council
Tritlington & West Chevington Parish Council

Bernicia Foundation
CELL Project
Coalfields Regeneration Trust
Enhance
IBM
Lions Club
Lynemouth Power
Mary Hollan Trust
Masonic Charitable Trust
Morpeth Dispensary
Morpeth Rotary
Newcastle Building Society
Northumbria Healthcare NHS Foundation Trust
Squires Charity
The Community Foundation
TMP Wealth Management
Tranemo Workwear
TSB
Unison Northern Branch
Wansbeck Women Labour Group

Local Churches
Local Schools

Numerous Individuals