

BANBURY FOOD FOR CHARITIES

CHARITY: 1159862 : Registered 8 January 2015

We present the Trustees' Annual Report and the Annual Accounts for Banbury Food for Charities and confirm that they comply with the requirements of the Charities Act 2011 and the governing document of the Charitable Incorporated Organisation (CIO). The CIO was formally established on the date of charity registration, 8 January 2015 and since the first financial year ending 31 March 2015 was less than six months, the Charity Commission require that the first Annual Report and Annual Accounts cover the period 8 January 2015 to 31 March 2016.

AIMS

- The promotion of food waste reduction and the recycling and use of surplus food products within the Banbury area.
- The relief of the disadvantaged, living in or around Banbury, through the provision of food.

OBJECT

In order to reduce food waste, we negotiate with food suppliers in the Banbury area in order to collect their surplus food that would otherwise be lost to human consumption, principally fresh fruit, vegetables and bakery products past 'sell-by', or 'display by' dates, but still within 'use-by' date. The food is collected from the supplier premises by Banbury Food For Charities (BFFC) volunteers using their own vehicle and then delivered directly to local registered Charities to be used by their users and clients, in their kitchens for hot meals and in the promotion of cooking skills and healthy eating. There are no charges made for either collection or for distribution of the food.

REVIEW OF ACTIVITIES

In planning and undertaking our activities for this period, the Trustees have had regards to the Charity Commission guidance on public benefit and in particular guidance on environmental benefits. In order to practically achieve our aims and object, we identified key objectives

Key objectives

- To grow the Charity finding new suppliers and volunteers.
- To ensure we reach charities representing a wide range of vulnerable people
- To ensure we comply with legislation
- To promote our presence within Banbury
- To raise operational funds
- To work with others to promote recycling

Achievements & Performance in the period to 31 March 2016

Suppliers & Food:

All suppliers are sited within Banbury minimising environmental impact when collecting food in our vehicles. Throughout the year we have managed to match supply & demand, only discarding damaged or over-ripe food. At our inception we had one supplier, John Denton, BB Fruits of Leicester, Charter Market.

In January 2015 we negotiated supplies from Aldi and Sainsbury supermarkets, and in November 2015 and January 2016 from Marks & Spencer and Morrisons supermarkets respectively. My Local, has also donated occasionally since November 2015. Other local supermarkets such as Iceland and Co-op stores were asked to contribute, but declined.

Food Recycled:

During the period we took 6 x 1 week samples of food collected and delivered in April, May & September and October. Results showed variance of 30 to 60 supermarket trays with an average of 42. It would be inappropriate to estimate weights collected as each tray varies in weight according to food product, (mushrooms/swedes!) however based on the sampling we calculate an annual collection of 2,200 trays with a volume of 80 cubic metres, equivalent to over 1 builders' skip per month of food saved from waste. This food would otherwise have been driven by lorry to land fill or bio-digester with a consequent cost in CO2 emissions and water usage to the detriment of the environment.

Volunteers:

In January 2015 the volunteers consisted of the initial three trustees (Riki Therivel, Kieron Mallon & Valerie Richards). They were joined by regular weekly volunteers Annette Dobias and Martyn Lawrence in February, Maurice Humphris in April, Paul Wheela in August and Peter Williams in November. We also have occasional/relief volunteers, Alicja Kokot and Del Swain. We are very grateful to them all for their commitment, ideas and enthusiasm. Annette and Martyn left us for other projects after 12 full months and we would like to thank them again and wish them well.

Charity Reach:

We commenced the period delivering food to 6 Charities once a week, however with new suppliers we expanded to a five day operation supplying 16 charities once, twice or three times a week according to supply and requirements. We reached Charities supporting a wide range of vulnerable people within Banbury including:

- Full age range from Mothers and babies, young families, young people and the elderly, via Childrens' Centres, Rachel House, BYHP, The Foyer, YMCA Training, The Hill and RVS;
- All communities, including those of Pakistani origin and the Polish community via Sunrise Centre
- Those facing a wide range of challenges, including mental health issues, educational issues, homelessness, addiction and domestic violence, via Restore, SABRE, Salvation Army, Turning Point and a Refuge.

The food we delivered was used in kitchens, to provide in-house meals, to demonstrate cooking skills and, being mostly fresh fruit and vegetables, for the promotion of healthy eating.

To maximise distribution while minimising waste, we delivered according to a rota, levelling out shortages and gluts; keep in contact with the charities to check requirements, holiday closures, specific events and preferences.

The Charities provided photos and quotes for Christmas Cards addressed to our suppliers to share with warehouse staff to thank them and to illustrate the positive effect of their own work in sorting and separating food for our collection.

Legislation and Guidance compliance

In order to operate safely we registered as a food business with Cherwell District Council and agreed handling procedures. Trustee Valerie Richards obtained a Food Safety Certificate level 2. Food safety, handling and date information forms part of the Volunteer induction pack and a separate sheet showing meanings of 'best by', 'sell by', 'display by', and 'use by' dates is provided as a quick look up guide. This was also copied to the charities for guidance and display.

Promotional Activity & Fund Raising:

During the year we set up a Web and Twitter and FaceBook accounts to promote our activities and to link to other Banbury organisations. We leafleted heavily and obtained full page coverage in both Banbury Guardian & Oxford Mail in March 2015. Initial finance was by individual donations covering setup costs such as Liability Insurance, promotional leaflets, Hi-Vis jackets etc. Our stall at Banbury Food Fair August 2015 provided free samples of cakes & pastries made with commonly donated foods, raised ongoing operational funds of £346 via a raffle, and found a new volunteer. Banbury Town Council donated a grant of £300 in September 2015.

Working with partners

Apart from the Charities we serve, Banbury Food for Charities has worked with other interested local organisations:

Banbury Food Bank – a Trussell Trust Food Bank handling preserved foods and supporting individuals in crisis. We have both shared food resources and surpluses with each other over the year for the benefit of the Community.

Banbury Community Action Group - CAG – We have benefitted from their autumn 2015 apple picking project and helped distribute their surplus fruit. We have also supported their 'Give and Take' event in March 2016 supplying surplus food for their pop up café and distributing excess fruit from the promotional space provided.

Miscellaneous : Enquiries from a volunteer cook, a freezer clear-out and local Tesco were forwarded to charities direct as being better able to make use of these offers.

Difficulties & and Challenges

1. Some users have not been confident with using lesser known foods such as squashes, swedes, or with using foods past their best such as ripe fruit..
2. Some weeks will have a 'glut' of one foodstuff such as broccoli, limes, celery.
3. While we have sufficient volunteers to cover our shifts, we require more to cover volunteers' holidays and other commitments
4. Lack of public distinction between Banbury Food for Charities & Food Bank.

Future Plans

1. To continue to grow, keeping supply and demand for food in balance as more supermarkets plan to recycle surplus food.
2. To produce a booklet with ideas and recipes for using commonly collected foodstuffs. This initiative which will help address points 1 and 2 above was started by volunteer Paul Wheela in March 2016 following the CAG event.
3. To participate in promotional events to attract more volunteers and promote Banbury Food for Charities as an entity within Banbury, addressing points 3 and 4 above. (A stall has been reserved for the August Food Fair. An in-store promotional table has been offered by Morrisons)

RISK MANAGEMENT

Reputation : The reputation of Banbury Food for Charities stands on the commitment, enthusiasm and reliability of its volunteers to deliver its services & close contact is maintained.

Health & Safety : Volunteers were provided with Hi-Vis jackets and name badges. Volunteer drivers agreed in writing that they are covered by their own insurance. Liability insurance has been obtained. Food handling and written expiry date advice was given to volunteers. Inedible food or food past its use-by date is refused.

Environmental Costs : Banbury Food for Charities operates solely within the town of Banbury to reduce environmental impact of moving food, compared to the cost of transport to landfill or recycling plants.

Avoiding further food waste : On the rare occasions when supply exceeds demand, alternate uses have been found; eg as animal food or making cakes for the Food Fair stall, thus avoiding further food waste.

Equity of treatment : We have picked up 4 to 5 times a week ensuring waste food is regularly collected from suppliers maximizing recycling and ensuring freshness. Delivering by rota several times a week, helps ensure that short supplies and surpluses were evened out across the Charities with equity of treatment. No Charities were refused food and we strived to match food preferences.

FINANCES

Note 1.Prepared on the Receipts and Payments basis, as allowed by the charities Act, as income is less than £250, 000.

Note 2. External scrutiny not required under the Charities Act as income was less than £25,000

Reserves Policy. Banbury Food for Charities looks to maintain a balance on unrestricted funds sufficient to cover expenses and outgoings for two years: £800. Having received a one-off grant from Banbury Town Council and other donations, we have achieved that aim. Banbury Food for Charities registered for Gift Aid in October 2015 boosting donations from UK tax payers by 25%.

Funds are held in Yorkshire Bank. There are no restricted funds.

STRUCTURE AND MANAGEMENT

The number and method of appointing Trustees is set out in the Governing document. Everyday volunteer arrangements were managed by Valerie Richards, while in April 2015 Trustee Riki Therivel obtained ILM level 3 qualifications in volunteer management to act as an arbiter. Supplier and Charity contacts, administration and financial matters carried out by Valerie Richards who attended an OCVA seminar on accounting for Charities. Kieron Mallon arranged effective press releases. All the Trustees acted as volunteer drivers. None have received any benefit from the Charity. *The first formal meeting* of Trustees and volunteers was 30 June 2015 when a new Trustee Maurice Humphris was proposed, taking up the post September 2015.

Trustees

The current Trustees are :

Valerie Richards	8 January 2015
Riki Therivel	8 January 2015
Kieron Mallon	8 January 2015
Maurice Humphris	25 September 2015