

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). This Report covers the period 1 April 2016 to 31 March 2017

AIMS

- I. The promotion of food waste reduction and the recycling and use of surplus food products within the Banbury area.
- II. 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 so as 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

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

The Trustees have also had regard to the specific plans set out in their 2016 Annual Report which had been drawn up to address difficulties and challenges experienced.

Specific Plans for 2016/2017

1. To continue to grow, keeping supply and demand for food in balance as more supermarkets plan to recycle surplus food. (as key objectives above)
2. To produce a booklet with ideas and recipes for using commonly collected foodstuffs.
3. To participate in promotional events to attract more volunteers and promote BFFC as an entity within Banbury (as key objectives)

Achievements & Performance in the period to 31 March 2017

Suppliers: *In support of our Aim (I), objective (a & f) and Specific Plan (1)*

Throughout the year, excess unsold food has been supplied by Aldi, Marks & Spencer (Castle Quay branch) Morrisons and Sainsbury's. Marks & Spencer (Gateway branch) started supplying excess food in May 2016, while logistic issues meant that supplies from BB Fruits, Leicester ceased in September. BFFC is very grateful for the continued support, time and assistance given by staff and Managers at all our suppliers. We maintained regular communication with suppliers thus addressing any issues at an early stage, provided information about the beneficiaries of donations and gave a special thank you to all staff at Christmas.

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 spoiled food avoiding further waste.

We have benefited from occasional supplies from other organisations, retailers and wholesalers, such as The Inner Wheel in July 2016, Farm Fresh in March 2017 and individual donors offering food otherwise going to waste. We have also opened negotiations with potential new local suppliers.

Food Recycled: *In support of all Aims and objectives:-*

During the period we sampled quantities of food collected and delivered. As last year, results showed variance of 30 to 60 supermarket trays but with a higher average of 45. 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.

Main foods collected are fresh fruit and vegetables, bakery products and cut flower however other donations include grocery products such as tea, honey and canned goods. Non-perishable food is offered to Banbury Food Bank before delivery to other Charities.

Volunteers: *In support of objective (a) and specific plan (3)*

Core volunteers throughout the year : Riki Therivel, Kieron Mallon, Valerie Richards, Maurice Humphris, Paul Wheela, Peter Williams, Alicja Kokot and Del Swain , were joined by Kat Kit and Jane Phipps. We are very grateful to them all for their commitment, ideas and enthusiasm.

During the year 5 other volunteers had started, all enjoyed the work but later resigned for reasons of health (1), new jobs (2) and conflicting personal interests (2). Shortage of volunteers remains a concern.

Charity Reach :- *In support of Aim (II) and Objective (b) specific plan (1)*

We have operated 4 days a week supplying a total of 21 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.
- All communities, including those of Pakistani origin and the Polish community
- Those facing a wide range of challenges, including mental health issues, educational issues, homelessness, addiction and domestic violence.

Churn: - Changes during the year included:

One Charity opted to collect food direct and dispensed with our deliveries.

Three Children's' Centres ceased operation; however we are able to reach similar clients by commencing deliveries to three alternative local Charities

We lost two Charities due to their own operational changes and gained one other

The food we delivered was used diversely: - 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.

Legislation and Guidance compliance: *In support of objective (c)*

We continue to be registered as a food business with Cherwell District Council with agreed handling procedures. Trustee Valerie Richards holds 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 food dates is provided as a quick look up guide. This was also copied to the charities for guidance and display. We have attended OCVA Charity training events. Trustee Liability Insurance is held. We review data collection, use and storage to ensure it is compliant with data protection law. Data necessary for communication is controlled by administrator and is not used outside BFFC or for fund raising purposes

Promotional Activity & Fund Raising: *Aim (I), objective (a),(d),(e), specific plan (3)*

- We run Web and Twitter and Facebook accounts to promote our activities and to link to other organisations, thanks to input and maintenance by our volunteers.
- A stall at Banbury Food Fair raised £85, promoted BFFC & recruited a volunteer.
- We gave presentations about our operations at Cherwell Rotary Club and the Inner Wheel raising £50 and £25 respectively.
- We received Grants: £500 from Sports Relief, £200 from Rotary Club of Banbury.
- We operated promotional stalls at two CAG events and at Morrison's.
- Marked magnetic signs for volunteers' vehicles have raised our profile.

Working with partners: *In support of Aim (I), objective (d), (f) specific plan (3)*

Apart from the Charities we serve, BFFC has worked with others to reduce food waste :-including CAG (Community Action Group) and the Food Bank which has alerted us to supplies of food they could not handle We have also provided our occasional excess food to Charities in Oxford.

Trustee Riki Therivel has set up a sister organisation 'Food for Charities' to seed copy organisations in other towns. An explanatory film featuring BFFC suppliers, Charities and volunteers won a bronze award at the Charity Film Awards held at BAFTA in March. Volunteers provided background and interviews for a student's degree dissertation on waste food distribution. We are advised and supported by OCVA (Oxfordshire Community & Voluntary Action) their seminars and network.

SURPLUS FOOD COOKBOOK: *In support of Aim (I), objective (d),(f), and :-*

Specific Plan (2) : To produce a booklet with ideas and recipes for using commonly collected foodstuffs.

The Trustees Annual Report 2016 identified that some users were not confident with using lesser known foods, or with using foods past their best such as ripe fruit. We had gathered ideas for using regular 'glut' items; however volunteer Paul Wheela proposed that they be collated in a recipe book to be made available for our end-users.

The Cookbook was compiled by Riki Therivel and designed to reach non-confident cooks and to be as flexible as possible with ingredients. It was divided into recipe sections and lists of ideas for commonly handled foodstuffs. Ideas and recipes were supplied by volunteers, friends and Charities. Funding was sourced from Sports Relief grant of £500 and a specific donation of £200 from the Rotary Club of Banbury. 800 copies were printed @ £650, featuring coloured photos on the cover and 28 pages.

The cookbook was launched at an event 9 March and the bulk of copies supplied free of charge to Charities Suppliers and volunteers also received complimentary copies. During 2017, the remainder (150) will be used in promotion or offered for sale @ £2 to raise funds for a further edition.

Simultaneous with the launch, the book contents were published on the web-site inviting comments, amendments and ideas.

RISK MANAGEMENT *objective (c)*

Reputation : The reputation of BFFC 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 : BFFC 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; e.g. as animal food or making cakes for the Food Fair stall, thus avoiding further food waste.

Equity of treatment : We have picked up 4 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 and needs.

DIFFICULTIES AND CHALLENGES

During the year we recruited seven volunteers, retaining two. The five enjoyed volunteering, and their reasons for leaving were outside our control (full time work, health, caring commitment). While we have sufficient volunteers to cover our shifts, we require more to cover volunteers' holidays and other commitments. Volunteer numbers remain a concern for the long term future of the Charity.

Changes of store personnel, building works and fluctuating suppliers have affected collection of food; however effects are mitigated by ongoing communication.

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 explore wider opportunities to attract more volunteers and to promote Banbury Food for Charities as an entity within Banbury.

FINANCES

Note 1: Accounts prepared on the Receipts and Payments basis, as allowed by the Charities Act, since income is less than £250,000.

Note 2: External scrutiny is not required under the Charities Act as income was less than £25,000. Nevertheless 2016 accounts were reviewed and agreed by Cllr Gordon Ross, Mayor of Banbury.

Reserves Policy: BFFC looks to maintain a balance on unrestricted funds sufficient to cover expenses and outgoings for two years: £800.

The current balance of £745 reflects one-off payments incurred and fits with that policy.

BFFC is registered for Gift Aid 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. Supplier and Charity liaison, administration and financial records held by Valerie Richards who has attended an OCVA seminar on accounting for Charities.

Everyday volunteer arrangements were managed by Valerie Richards.

Trustee Riki Therivel holds ILM level 3 qualifications in volunteer management to act as an arbiter and has attended OCVA seminar on Trustees' legal responsibilities

Kieron Mallon arranges effective press releases.

All the Trustees acted as volunteer drivers.

None of the Trustees has received any benefit from the Charity.

The first formal meeting of Trustees and volunteers was 30 June 2015.

The Annual Meeting is held in July.

Trustees

The current Trustees are:

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

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INCOME AND EXPENDITURE : 1 APRIL 2016 TO 31 MARCH 2017

INCOME	NOTES	AMOUNT
OVCA/Sports Relief	GRANT	£ 500.00
FOOD FAIR AUG 16		£ 85.97
DONATION : CHERWELL ROTARY		£ 50.00
DONATION : INNER WHEEL		£ 25.00
DONATION : ROTARY CLUB BANBURY		£ 200.00
DONATIONS : CASH		£ 28.00
DONATIONS : Online		£ 9.85
DONATION : Food Fair Deposit 2017		£ 40.00
GIFT AID		£ 17.50
BOOK SALES		£ 31.00
TOTAL INCOME		£ 987.32

EXPENDITURE		AMOUNT
PETROL	Volunteer	£ 90.00
HI-VIS JACKETS	Volunteer	£ 19.90
MAGNETIC SIGNS	Promotion	£ 89.33
INSURANCE		£ 145.50
FOOD FAIR DEPOSITS 2016 & 2017		£ 85.00
BOOK PRINTING UK	Recipe Book	£ 649.44
TOTAL EXPENDITURE		£1,079.17

NET PROFIT/LOSS FOR YEAR **-£ 91.85**

BALANCE SHEET

BROUGHT FORWARD	31-Mar-16	£ 837.59
PROFIT		-£ 91.85
TOTAL ASSETS	31-Mar-17	£ 745.74
Made up of	Cash held	£ 26.00
	Bank Balance	£ 719.74
TOTAL FUNDS	31-Mar-17	£ 745.74

ACCOUNTS PREPARED BY VALERIE RICHARDS : TRUSTEE

Apr-17