

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 2017 to 31 March 2018

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.

PART 1 : 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 2017 Annual Report which had been drawn up to address difficulties and challenges experienced.

Specific Plans for 2017/2018

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.

Achievements & Performance in the Year Ending 31 March 2018

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 (both Castle Quay and Gateway branches), Morrison's and Sainsbury's. We gained two additional regular food suppliers: Produce Warriors in June 2017 and Waitrose in January 2018.

We maintained regular communication with suppliers thus addressing any supply issues at an early stage, for example the Aldi refurbishment and holiday closures. We provided information about the Charities who are the beneficiaries of donations and gave a special thank you to all staff at Christmas. This relationship has facilitated other donations for our Charities such as sets of crockery from Morrisons, and relabelled tea and surplus Lego collector stickers from Sainsbury's

Regular suppliers are located 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 also have occasional supplies from other organisations, retailers and wholesalers, such as bread from The Post Office, Kings Sutton, vegetables from SGS Growers, fruit from Groovy Smoothies, sweet treats from Fiddes Payne, Rowse and Tesco West Oxford.

Tesco Banbury and Hello Fresh confirmed they are unable to work with us due to their operational constraints; however we are pleased to see they use other food recycling organisations. Following enquiry from the Co-operative Stores, we put them in contact with their neighbouring Charities to discuss direct arrangements.

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

During the period we periodically sampled quantities of food collected and delivered. There is day to day variance; however sampling showed 45 to 70 supermarket trays handled a week, an increase from previous year. . 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 2,500 trays with a volume of 90 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. It is instead saved for peoples plates.

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

Volunteers: *In support of objective (a) and specific plan (2)*

Our core volunteers Riki, Kieron, Maurice, Valerie, Jane and Del have supported us throughout the year. We were sad to lose long standing helpers Paul, Alicja and Kat who all left for new job opportunities as well as Peter who moved to North Wales, where he has set up a similar food recycling group. Thank you to you all and best wishes in your new ventures.

We were happy to welcome new regular drivers and helpers Philip, Emma, Ed and Stacey. While Abby, Craig and Shameen have also helped during the year. We are very grateful to them all for their commitment, ideas and enthusiasm.

We now have 8 regular and very flexible volunteers, plus one reserve which give us our basic Monday to Thursday cover. This is a very fine balance.

See Section 'Difficulties and Challenges below.

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

We have operated 4 days a week supplying a total of 16 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.

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.

Churn: - Changes during the year included: No net change.

One Charity opted to collect food direct and dispensed with our deliveries, while another ceased wanting food due to their own operational changes. In turn two Charities started/restarted food deliveries.

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 including new GDPR preparation.. Trustee Liability Insurance is held.

We reviewed data collection, use and storage to ensure it is compliant with the latest data protection law. Data necessary for communication is controlled by administrator and is not used outside BFFC or for fund raising purposes
Safeguarding policy was reviewed. Volunteers have no direct or unsupervised contact with Charity Clients. Our Induction Pack includes a code of conduct and details of how volunteers can raise concerns or complaints.

We have received no complaints either internal or external.

Promotional Activity & Fund Raising: *Aim (1), objective (a),(d),(e), specific plan (2)*

- We run Web and Twitter and Facebook accounts to promote our activities and to link to other organisations, thanks to input and maintenance by volunteer Sally.
- A stall at Banbury Food Fair raised £99 and promoted BFFC within the town.
- At Ruscote Family Fun Day we gave away food, cookery books and Lego stickers
- Marked magnetic signs for volunteers' vehicles have raised our profile.
- We do not use external fundraisers.

Working with partners: *In support of Aim (1), objective (d), (f) specific plan (2)*

Apart from the Charities we serve, BFFC has worked with others to reduce food waste:

- Holding stalls at CAG (Community Action Group) events
- Participating and speaking at the Banbury Big Feed
- Working with the Food Bank which has alerted us to supplies of food they could not handle
- Proving occasional excess food to Homeless Charities in Oxford.
- Visiting the SOFEA facility in Didcot & working more closely with Fareshare
- Advised Cherwell District Council about setting up a similar organisation in Bicester.
- Worked with the Holiday Hunger project (now Play-Full) to provide food to children during school holidays.
- Supported and advised Merton Street Mosque in seeking suppliers and contacts for their Community Kitchen and Community Fridge schemes.
- We are advised and supported by OCVA (Oxfordshire Community & Voluntary Action) their seminars and network.

Surplus Food Cookbook: *In support of Aim (1), objective (d),(f), -*

Update: In March 2017 we produced a booklet with ideas and recipes for using our commonly collected foodstuffs. Of the original print run, the bulk was donated to our Charities partners for their users during 2017. About 50 remain

Management of Risks 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 are provided with Hi-Vis jackets and name badges. Volunteer drivers agree 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

1. During the year we lost four long standing volunteers and recruited seven of whom we retained four. The three 'lost' recruits enjoyed volunteering, and their reasons for leaving were outside our control (full time work, health, training commitment). We have sufficient volunteers to cover our shifts, with a reserve to cover volunteers' holidays and other commitments.. Recruits largely come from word of mouth and as friends and have by luck been found just in time to replace leavers. It would be equally undesirable to have too many volunteers, without a regular round to cover. Volunteer numbers remain critical for our future operations.
2. We had a last minute bid opportunity to fund a Charity vehicle. Concerns about the storage, maintenance, access and long term running costs meant this was not pursued. Members may wish to revisit this in future.
3. Regular changes of store personnel, building works and fluctuating suppliers affected collections of food; 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.

PART 2 : 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 OCVA seminars on accounting for Charities and GDPR. 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

PART 3 : 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. 2017 and 2018s accounts reviewed & agreed by Riki Therivel, Trustee.

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

The current balance of £625 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.

A copy of the accounts is attached below.

BANBURY FOOD FOR CHARITIES : Reg No: 1159862

INCOME AND EXPENDITURE : 1 APRIL 2017 TO 31 MARCH 2018

INCOME	NOTES	AMOUNT
Food Fair		£ 99.03
Family Fun Day		£ 7.07
Misc book sales		£ 1.00
Donation	Via My Donate	£ 29.61
TOTAL INCOME		£ 136.71

EXPENDITURE	AMOUNT
Zurich - Insurance	£ 86.35
MAGNETIC SIGNS	£ 49.41
Hi Vis Jackets B&Q	£ 8.36
Volunteer Petrol Expenses	£ 36.60
Trustee GDPR Course	£ 76.50
TOTAL EXPENDITURE	£257.22

NET LOSS FOR YEAR **-£ 120.51**

BALANCE SHEET

BROUGHT FORWARD	31-Mar-17	£ 745.74
LOSS		-£ 120.51
TOTAL		£ 625.23

Made up of	Cash held	NIL
	Bank Balance	£ 625.23
TOTAL FUNDS		£ 625.23

**See Bank Statement 13
26 April 2018**

ACCOUNTS PREPARED BY VALERIE RICHARDS : TRUSTEE
AGRRED BY RIKI THERIVEL :
TRUSTEE 30/5/2018

May-18