

ANNUAL REPORT

1ST NOVEMBER 2017 – 31ST OCTOBER 2018



VIEW FROM THE CHAIR – DAVID RAW



Welcome to our Annual Meeting, and the presentation of our bitter-sweet Report. I say bitter-sweet simply because it is necessary for us to exist at all and because we have to deal with an ever increasing demand. I can't pretend that Universal Credit has not had a major impact and Brexit may bring additional concerns. But it's also sweet because of the magnificent generosity and hard work of our Volunteers and Staff, and because of the support of so many kind-hearted donors which you will hear more about when our Treasurer makes his report. I was particularly moved by a letter sent with a generous cheque from one very old lady living in a retirement home. She wrote, "I'm sending this because I've been so lucky in my life, but sadly, many people today are not."

It's also sweet because of the support we get from East Lothian Council and individual Councillors. Without their premises and their grant, we couldn't operate.

I'm also grateful to all of our excellent team of Trustees. They will be happy to answer any of your questions. The board has recently been refreshed with new talent and I'm confident they will strengthen and develop our work as an outstanding Food Bank Plus.

It's invidious to pick out individuals, but I am very grateful to my predecessor Anne Dyer who was a tower of strength from the early days. In fact, this time last year I didn't expect to be standing here but then she was appointed to be the Bishop of Aberdeen and Orkney – the first woman Episcopal Bishop in Scotland.

I'd also like to thank Abigail Morrison who has mastered the nuts and bolts of our organisation immaculately, and Liz Kilpatrick our Secretary who seems to fizz along as an endless ball of energy and ideas. Finally, to Peter and Lucy, our staff, thank you for all your efforts and initiatives and for oiling the wheels to make all the good things happen. In short, to make it sweet.

INTRODUCTION

In January 2017 East Lothian Foodbank turned 5yrs old as a Trussell Trust affiliated charity. There was disbelief at the time the foodbank was set up that a county as "wealthy" as East Lothian could need a Foodbank. Now, five years on, a grim and grudging acceptance has set in that crisis food provision is still needed and will be for the foreseeable future. There are over 420 Trussell Trust foodbanks in the UK. Moreover, demand for food parcels continues to grow, in part due to increasing awareness of the service we provide, but often because many local people, whether in work or out of work, are finding the complexities and hurdles of the benefits system just too difficult to master. And, even if they do master it, they may find themselves worse off.

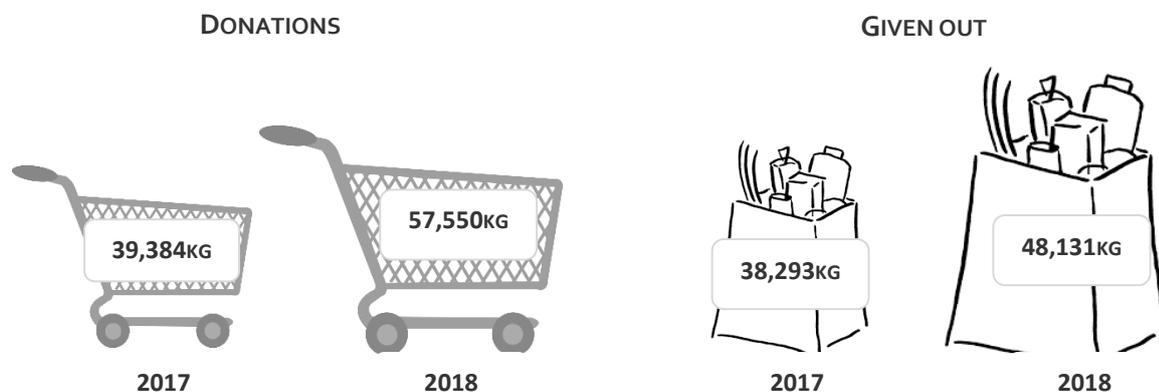
We aim to be a charity which raises awareness, not only of food poverty, but of the causes of food poverty. We aim to continue to provide a non-judgmental service which offers dignity to all our clients. We aim to ensure that we can deliver food parcels on the day of referral because we know that every referral is an emergency. We aim to develop projects which help reduce the need for food parcels. The Foodbank is very positive about "enabling" people, as well as essentially "providing" emergency food aid. Its core purpose, to distribute donated food to those in crisis, remains its key challenge, and is absorbing more and more staff and volunteer time. Ensuring that this core purpose is supported and funded remains our No 1 priority.

HOW THE Foodbank Works

WHERE DOES OUR Food Come From?

The simple answer is.... local people, who continue to be so generous.

Donations in and given out (12 months to October 31st 2017 versus 12 months to October 31st 2018)

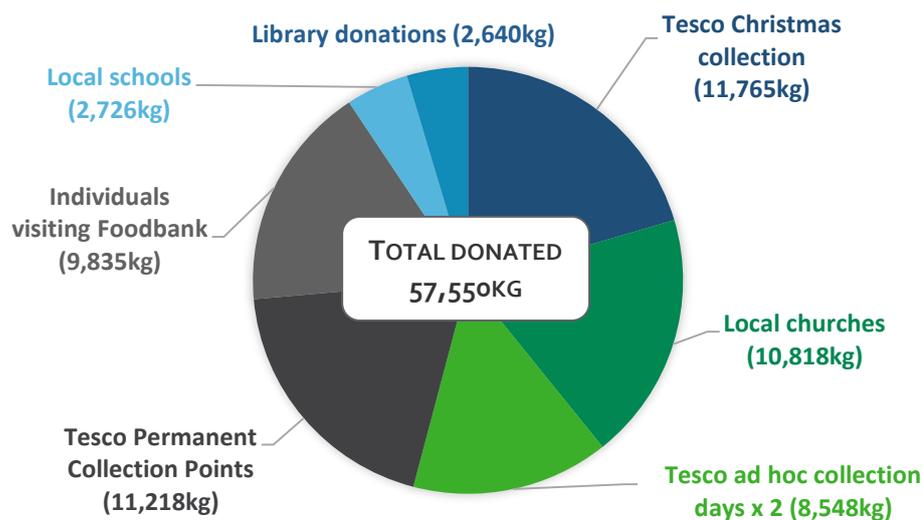


It is very rare for the Foodbank to need to buy food, but there are times when certain shelves have looked bare, which is when our Facebook and supporters' appeals kick in. A few items always tend to run low: long-life milk and juice, tins of fruit and vegetables.

145 local groups donated food to us during this year, far too many to thank individually, but each is a valuable contribution. From 1st Gifford Brownies and Mungoswell Flour Mills, to those who turn up regularly at 3 Civic Square with a bag of shopping, thank you, every one.

Three Tesco stores and 33 churches in the county supplied the Foodbank with more than half of its total food stock over the year. A special mention goes to St Gabriel's RC and Our Lady of Loretto RC Musselburgh, whose congregations donated approx. 3,000kg of food, or 28% of all church donations.

SOURCE OF DONATIONS



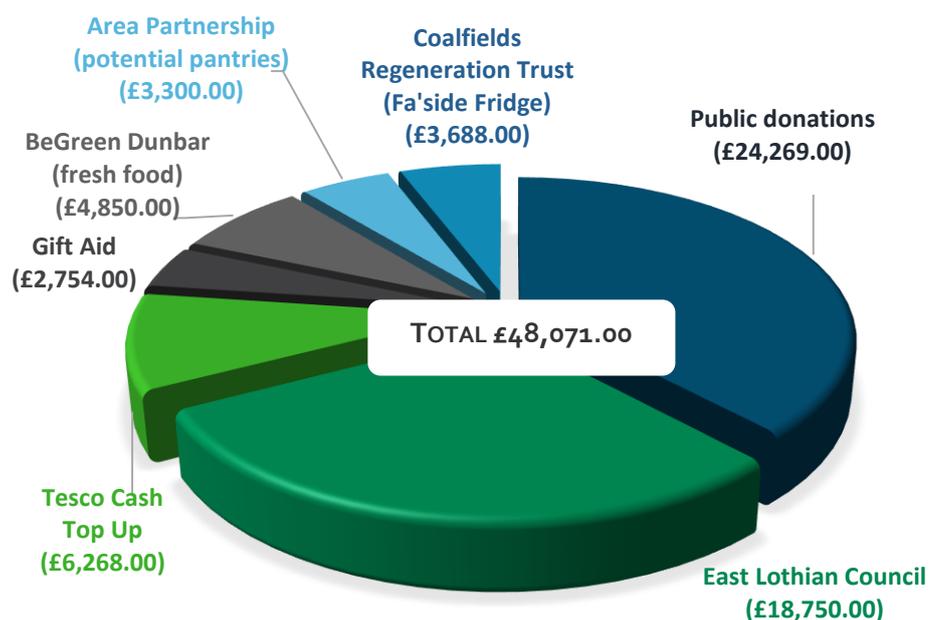
TESCO CASH TOP-UPS

The Trussell Trust organizes an annual UK fundraising event with Tesco each December. In addition to that effort, we held two *ad hoc* collection days at Tesco stores. These collections benefit from the Trussell Trust's 20% top-up deal, whereby Tesco awards us with cash to the value of 20% of the total value of the food donated.

Musselburgh and North Berwick Tesco stores now have Permanent Collection Points, which also benefit from the 20% cash top-up scheme.

HOW IS THE FOODBANK FUNDED?

MAIN SOURCES OF INCOME (12 MONTHS TO 31ST OCT 2018)



The Foodbank has been glad to receive a grant from East Lothian Council of £15,000 for the third year running. This covers rent (3 Civic Square is a council building), insurance, utilities and a contribution towards running costs. The grant in this financial year is shown as £18,750 due to different Financial Year endings.

The category of "Public Donations" includes all cash donated, from a fiver handed in to the Foodbank during working hours, through to:

- ✓ £3,000 won by Knox Academy pupils in their Youth Philanthropy Initiative competition
- ✓ £920 collected on New Year's Day at Musselburgh Races. Particular thanks to all who volunteered to rise early and help!
- ✓ £1,000 collected at the Scottish Seniors Golf Open in September. Again, thanks to all volunteers who gave up much of a weekend to stand with a bucket in a car park at Craighielaw.

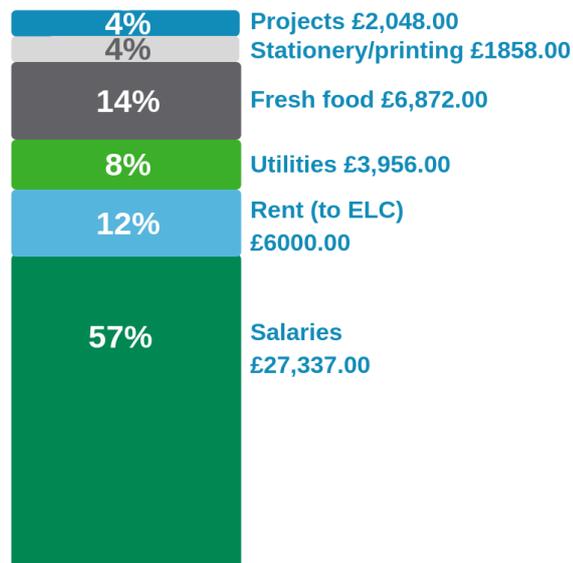
HOW WE USED THE FUNDS

An abstract of the annual accounts (year end 31st October 2018) can be found in Appendix 1.

Utility charges were unusually high this year due to electricity invoices being received, at last, for the 2015-2016 and 2016-2017 financial years.

Printing costs are under urgent review, with a plan to secure a deal which will significantly reduce printer ink costs.

Our major expenditure is salaries, for good reason. East Lothian Foodbank is open each weekday, 10am – 2pm, to ensure that it provides emergency food aid promptly and efficiently. Our two part-time members of staff, Peter Dicker and Lucy Daniels, focus on the core remit of the Foodbank, raising food donations and distributing food aid without judgement. They also juggle many other important roles; to name but a few....



- ✓ Welcoming groups to the Foodbank, especially children
- ✓ Speaking at school assemblies, Rotary events, Church Guilds
- ✓ Welcoming and organising volunteers, new and “old”!
- ✓ Building relationships with other partners, such as Roots & Fruits
- ✓ Keeping social media and website up to date
- ✓ Liaising with The Courier to raise awareness of what we do
- ✓ Sending thanks to groups and individuals who support us with food and funds
- ✓ Managing data and statistics for reporting.



DAVID RAW AND PETER DICKER ACCEPTING A £3,000 CHEQUE FROM KNOX ACADEMY YOUTH PHILANTHROPY INITIATIVE

WE RELY ON VOLUNTEERS TO MAKE IT WORK

"Volunteers are our life blood, we simply could not do what we do without the support of our tremendous team. We are currently working towards the Strive Volunteer Friendly Award scheme, which will recognise the support we give our volunteers in the work they do and ensure we are doing all we can to maintain that support". Peter Dicker, Foodbank Manager

The Foodbank could not function without its stalwart team of volunteers, many of whom have been regular helpers for at least five years. Volunteers collect food from donation points, sort donated food, make up food parcels and deliver them by car to our clients. They help at Tesco collection days and at bucket collections; there is always something we are asking them to do.

During this year, volunteers have taken on other roles too, such as data input, labelling parcels and making up Get Fresh bags and Jingle Bags. This has been a real help to staff as demand continues to rise. Volunteers are also involved in the Fa'side Fridge project.

We have about 37 active volunteers, 8 of who are new this year. We welcome them all.

Many volunteers joined staff and trustees at our evening meal out in January, an afternoon tea in August and a Bite & Blether in October.

VOLUNTEER FRIENDLY AWARD SCHEME



The Volunteer Friendly Award was developed as a user-friendly quality standard to support, recognise and reward groups who are good at involving volunteers. With support from Strive East Lothian, it has enabled the Foodbank to take a systematic look at what we do and how we do it; helping us to plan improvements to our work with our volunteers.

PAUL CHAPPLE – A VIEW FROM THE MANAGEMENT COMMITTEE



I have thoroughly enjoyed my year as the Volunteer Representative on the Management Committee. It has given me a new perspective on the mission to try and eradicate Food Poverty in East Lothian and brought out a new drive that I didn't know I had after my stroke in 2013.

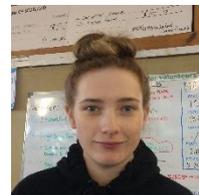
What has really struck me is the amount of time that people give cheerfully and willingly to such a great cause, all staff, volunteers and trustees, and I have been particularly pleased to see the way the Foodbank has evolved with the inception of the Red Box project, the Fa'side Fridge on Tuesdays and the various initiatives that have been carried out throughout the year.

We have had a great response from the Tesco collections, the various Harvest Festival collections and of course the permanent collection points and the cash collections at the Musselburgh Fireworks and the car parking at the Scottish Senior Open. We have also had a tremendous response from the general public with many personal donations. We look forward to exploring new forms of income and food donations in the New Year.

On a personal note, I have made so many friendships that I will cherish for life and would like to thank Peter, Lucy, Abigail and Liz for making me so welcome at the Management Committee meetings. I hope that I have added something to the mix.

CAITLYN PURVES – ROSS HIGH SCHOOL

Thanks to Caitlyn for asking us for work experience. Twice a week during free periods Caitlyn helps with admin and filing and has been a willing member of the team. She has learned new Excel skills and hopes that her work with the Foodbank will help with her University Application to study Business.



OUTSIDE RELATIONSHIPS ARE ALSO VITAL

A well-established and high-profile local charity, the Foodbank continues to raise awareness of food poverty by interacting with the community. An extract from Peter's diary shows real variety:

- ✓ Visited Loretto Junior School with David Raw
- ✓ Three groups of Cubs to visit over two evenings
- ✓ Visit to the Musselburgh Youth Philanthropy Workshop at the Grammar School
- ✓ Visit to Prestonpans Primary - spoke to the class about Harvest Festival
- ✓ Visit by local MP Martin Whitfield
- ✓ Visit by a group of 6 students from Employability Scotland
- ✓ Nursing Student visit
- ✓ Man the Foodbank stall at the Musselburgh Area Partnership Communities Day.

Partnerships with referral agents and other organisations concerned with poverty include:

Roots and Fruits, a local charity which encourages people to eat fresh fruit and vegetables, supplies the Foodbank with fresh ingredients for our Get Fresh bags.

The Pennypit Community Development Trust and Fundamental Foods, Prestonpans. The Foodbank works with the Community Nutritionists and Family Support Workers to provide food for summer holiday lunch clubs, cookery classes and Jingle Bags. They are also key players in the Fa'side Fridge project.

Home-Start East Lothian is based in Tranent and is a referral agent for the Foodbank. We help with their New Year hampers and they are a key partner in the Fa'side Fridge project.

Dunbar Basics Bank and The Ridge, Dunbar. The Foodbank helped with food for their Christmas lunch and supports Sunny's Larder.

Aldhammer House in Prestonpans and Wallyford Community Centre now have Pantries which are supported by the Foodbank.

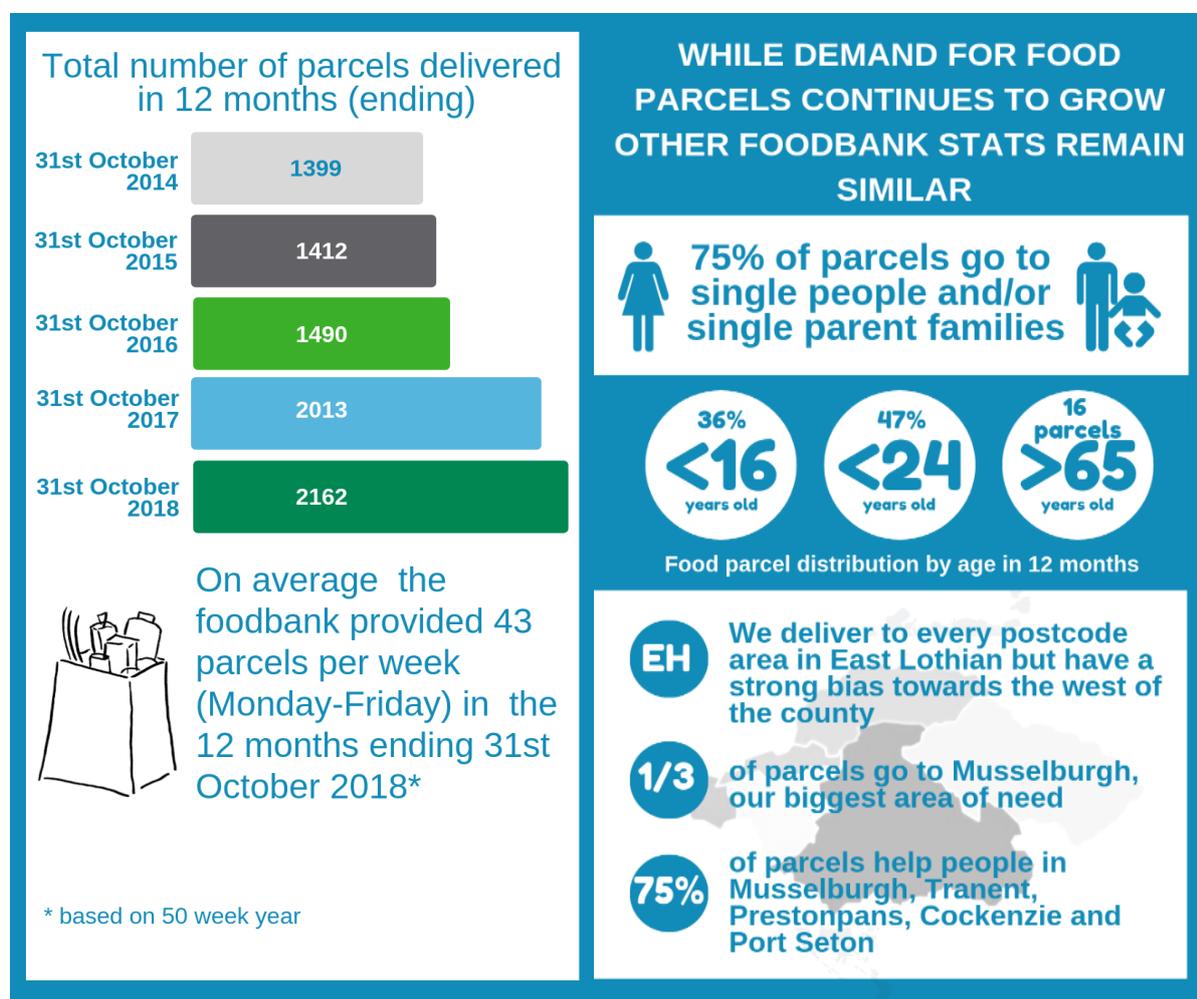
HOW WE TACKLE FOOD POVERTY

FOOD POVERTY IN EAST LoTHIAN

East Lothian became a pilot area for Universal Credit in March 2016 and many people are yet to be transferred to the new benefits system. Our referral agents tell us that clients struggle with the constant threat of delays and sanctions and with the online journal that must be completed daily. Musselburgh and Haddington Citizens Advice Bureaux have carried out research which shows that single parents and the disabled are systemically worse off under Universal Credit.

Demand for food parcels continued to grow in this financial year, albeit at a slower rate than in 2016/17. More than 10 food parcels are now dispatched daily.

HOW BIG IS THE PROBLEM?



REPEAT REFERRALS

It is easy for us to measure how many referrals we receive for food parcels and how many people we feed via these referrals. The Trussell Trust data system is less malleable when it comes to analysing repeat referrals.

A snapshot study of six months, November 2017 to April 2018, showed that we received referrals for 566 clients in total. Each client may represent a single person or a large family. We can group these clients as follows:

56% of clients	One parcel only	One-off crisis
33% of clients	Two or three parcels	Often have benefit delays and sanctions
10% of clients	Four, five or six parcels	Clients have more complex and often recurring problems

Our staff have good working relationships with referral agents and work closely with them on all repeat referrals to ensure that clients are receiving help and can move on from Foodbank support.

REASONS FOR REFERRAL

In this financial year, nearly 80% of our clients were referred to us for benefit delays or changes, low income or refused crisis grant.

REASON FOR REFERRAL	% OF REFERRALS 12MTHS TO 31ST OCTOBER 2018
Benefit Delays and Changes	31%
Low Income	24%
Refused Crisis Grant	24%
Other (including debt, homelessness, domestic violence, sickness)	21%

We are seeing an increase in referrals due to low income.

OUR (ANONYMOUS) CLIENTS MIGHT BE.....

Tony; single man, aged 45yrs, switched to Universal Credit but struggling with the benefits system and sanctioned for three weeks. Referred by CAB as in debt to family members and no money due until next week.

Chris; single man, aged 40yrs, family split but has his children at weekends. Refused a Crisis Grant by Scottish Welfare Fund as has already had the maximum three Crisis Grants in a 12-month period. In and out of work on zero hours' contract and struggling to access benefit system. Referred by SWF.

Jim and Keira: couple, husband has fallen ill and wife has given up work to care for him. Benefits application complications and delays. Referred by GP.

Carla: single woman, works at a Chinese restaurant but ill previous week so received no wages. No savings and no support network. Referred by CAB.

Alice: Mum of four, split from her partner and diagnosed with postnatal depression. Her youngest child is 9 months old and she is struggling in the run-up to Christmas. Referred by Health Visitor.

Jenny: Mum of three, split from her partner, her three-year old has just been diagnosed with Aspergers and she cannot return to work. Referred by Carers of East Lothian.

Sarah: Mum of two, helped by Women's Aid after split with her partner. She is an accountant and was wrongly advised to register as a student to obtain benefits. Now doing as much cleaning work as possible to make ends meet while she applies for support. Referred by Women's Aid.

REFERRAL AGENTS

71 distinct referral agents asked us to help in 2017/18, ranging from council agencies to individual teachers and small charities. Three quarters of our referrals during this year came from the following sources:

AGENCY TYPE	NO OF REFERRALS 12MTHS TO 31/10/18	% OF TOTAL REFERRALS RECEIVED
Scottish Welfare Fund (SWF)	657	30%
Musselburgh Citizens Advice	255	12%
Council services related to children and family support	241	11%
Health Visitors and GP Surgeries	181	8%
Other Council Services : Community Learning and Development, Mental Health, Adult Wellbeing, Substance Misuse, Homelessness Prevention	172	8%
Council Social Work Dept	118	5%
Others	538	25%
TOTAL	2162	

It is worth noting that the Scottish Welfare Fund will refer a client to the Foodbank if he/she has been unsuccessful in claiming a Crisis Grant. In the year to 30th April 2018, East Lothian's SWF awarded 1600 Crisis Grants. However, a further 1600 applications were turned down, so approximately 41% of these unsuccessful claimants took up the offer of a food parcel.

HOW DO WE HELP PEOPLE?

All Foodbank clients receive a nutritionally-balanced supply of food which should last them and their family at least three days. The Trussell Trust supplies a list of non-perishable contents which must be included in each food parcel, such as fruit juice, milk, pasta, cereals and sauces.

At East Lothian Foodbank we give the best possible parcel with the best possible, dignified service from our staff and volunteers.

Some parcels are collected by clients or referral agents from our premises at 3 Civic Square, Tranent. The majority of parcels (70-80%) are delivered by our volunteers.

We also provide fruit and vegetables, plus bread, milk, butter and cheese in 12 family parcels per week (approx. 600 during the year). We are really grateful to BeGreen Dunbar for continuing to support this initiative.

We speak to each client to arrange a delivery time and to ask whether they need:

- ✓ Tea or coffee preference?
- ✓ Sanitary products?
- ✓ Dog or cat food?
- ✓ Toiletries?
- ✓ Items for special diets?
- ✓ A no-cook parcel if they only have a microwave and/or kettle?

In addition, we provided 32 “starter packs” this year for folk moving into new accommodation, including items such as personal and basic household toiletries, pantry items (e.g. cooking oil, stock cubes, herbs and spices), a tin opener, a water bottle, notebook. This initiative has been funded by the Co-op Community Fund.

BEYOND FOOD PARCELS

RED BOX PROJECT

Our Red Boxes are just that – a red box full of sanitary pads, tampons, wipes and new spare pants, kept for emergencies. We know that girls are sent home from school and skip school if their period catches them out and they don’t have, or can’t ask for, sanitary protection. We have been supported by the East Lothian Area Partnerships in this endeavour and are also a recipient of the “buy one, give one” products provided by Hey Girls, East Lothian’s award-winning social initiative aimed at ending period poverty.

The first Red Box went into Dunbar Grammar School in January 2018, quickly followed by Ross High School and Musselburgh Grammar, supported by Area Partnership funding. Red Boxes are also now in Knox Academy, Preston Lodge High School, Sanderson’s Wynd Primary School, Campie Primary School, Wallyford Community Centre with more primary schools to receive boxes shortly.

Iain Gray MSP tabled a motion in the Scottish Parliament in February congratulating the Foodbank on this project.

The aim is that each location will become responsible for its own Red Box, enabling them to be self-sustaining.

PANS PANTRY

Pans Pantry is a tall set of shelves in ELC office Aldhammer House, Prestonpans. Prestonpans Seton and Gosford Area Partnership founded the pantry in conjunction with East Lothian Foodbank and Support from the Start around the idea of “take what you need, share what you can”.

Local people donate to the Pantry and the Foodbank has also donated a total of 664kg of basic items.

During office hours people are welcome to pop in and take a couple of items. There are no forms to fill in and no referral process; however, staff do monitor the Pantry to pick up on regular visitors and offer them help.

Tenancy Support Officers at Aldhammer report that the Pantry is being used on a daily basis, with single men aged 45-65yrs being the biggest use group.

When the “Beast from the East” hit in March and the Foodbank was forced to close, it was good to be able to signpost referral agencies to the Pans Pantry.

A similar project has been set up at Wallyford Community Centre. The Family Support Worker and Community Development Manager there have been directing families to the **Wallyford Larder** since the start of the summer holidays in July 2017. There is also a pantry at the Bleachingfield, Sunny’s Larder, which the foodbank supports.



SCHOOL HOLIDAY LUNCH CLUBS

Sanderson’s Wynd Primary School and Prestonpans Infant School ran holiday lunch clubs in the Easter and summer holidays, with 40 targeted children at each. The Foodbank has helped in the past with food for their cooked lunches, plus a few non-perishable basic foodstuffs and toiletries in a simple help-yourself larder.

This year the request for help came at a time when food parcel demand was high and food stocks were low (with 900kg being given out per week in May). We were able to help, but had to limit the weight of food given to 150kg per school.

JINGLE BAGS

Jingle Bags was a Christmas appeal that generated a massive response and much good news for the Foodbank. It also generated a lot of work for our staff and volunteers!

The idea was to include a Jingle Bag with every food parcel in December, comprising everything needed for a Christmas dinner in good quality but non-perishable form. From stuffing to mince pies, Christmas crackers to gravy mix and the best tinned chicken, each bag would be like a present.

Lucy’s social media launch reached 22,000 people and went from strength to strength.



What an achievement...

- ✓ 272 Jingle Bags distributed in just 15 days in December
- ✓ Over 2,000kg food given out in Jingle Bags
- ✓ 8,000kg public donations received to support the appeal
- ✓ 60 Jingle Bags were given out by Family Support Workers, Support from the Start and Community Development Officers to families needing extra support.

Many extra hours were put in at the Foodbank, by volunteers and staff, to cope with Jingle Bags and also with a December of unprecedented demand, with 16 food parcels per day being sent out.



Thanks to BeGreen Dunbar and Fa'side Area Partnership for supporting Jingle Bags, plus all the volunteers who helped at such a busy time of year.

Also, thanks to the charity *A Gift from Kieran*, for donating bags of beautifully wrapped satsumas and apples.

FA'SIDE FRIDGE PILOT PROJECT

In June 2018 we received funding of £3,688 from the Coalfields Regeneration Trust to support a pilot project at Sanderson's Wynd Primary School in Tranent.

The Fa'side Fridge
...food, fun and friendship

We aim to provide:

- ✓ Tea, coffee, chat and a friendly space for parents and carers referred by the school lunch clubs and others
- ✓ Free fresh fruit and a recipe bag for their family supper "Tuesday's Tea"
- ✓ Free surplus food from Tesco's fareshare scheme, when available
- ✓ A weekly activity or information session to help confidence and give ideas i.e. cookery demonstrations, growing food and allotment information, Active Schools Programme, advice on returning to work, Big Hopes Big Future programme, cooking on a budget.

Fa'side Fridge opened on 4th September 2018 and is already proving popular, with funding being sought to continue the project into 2019.

The magic ingredient is partnership working, which is much talked about and wonderful, when it actually happens! Sanderson's Wynd Head Teacher gave the Fa'side Fridge her full support. Home-Start East Lothian have committed time and resources to support the project, providing their Early Years space and co-ordinating referral agents. The Pennypit Community Development Trust and Fundamental Foods have committed staff every week to provide recipes and cookery demonstrations. Health Visitors, Family Support Workers and Community Development have all been involved and have referred clients. Fa'side Area Partnership have been supportive too. All co-ordinated by our own Lucy Daniels, who is committing five hours a week to this project and has set up a Facebook group for the Fa'side members to encourage lots of communication. Thank you, also, to the Foodbank volunteers who are now part of this project.

OUR STRUCTURE, GOVERNANCE AND MANAGEMENT

BOARD OF TRUSTEES

NAME	ROLE	DATE ACTED IF NOT FOR THE WHOLE YEAR
JOHN BOOTHMAN		Joined 5 th September 2018
ANNE DYER	Chair	Resigned 11 th December 2017
LIZ KILPATRICK	Secretary	
JOAN MANN		Joined 3 rd July 2018
ABIGAIL MORRISON		
PENNY MORRISS		Joined 5 th September 2018
CARLY PRYDE		Joined 5 th September 2018
JAMES RAITT	Treasurer	
JOAN RAMSAY		
DAVID RAW	Chair	Appointed Chair from 11 th December 2017
BILL WATSON		Resigned 7 th June 2018

TRUSTEE NEWS

This has been a year of change for the Board of trustees.

A founding trustee of the Foodbank and its Chair for the past three years, in December 2017 Anne Dyer accepted the post of Bishop of Aberdeen and Orkney and we bade her a very fond farewell, wishing her the best in her new and exciting role.

David Raw kindly accepted the role of interim Chair, upon Anne's departure. David has been a trustee for 3 years and before retirement was the head of 3 schools in Cumbria. He is currently researching for a PhD at St. Andrews on social and political change in Scotland during the First World War.

Bill Watson, longstanding volunteer and trustee also announced that he would step down, while remaining as a volunteer.

We were then very lucky to gain agreement from one of our original volunteers, **Joan Mann**, to join the trustees. Joan brings a wealth of foodbank and volunteer experience to her trustee role while also still regularly volunteering. She was the natural choice for the trustee responsible for how we work with our volunteers.

We were then a team of six trustees, while our Constitution allows for nine. It was decided that fresh faces and new skills were needed, hence a campaign via Facebook which led to the recruitment of three new trustees:

John Boothman – John worked for the BBC for more than 30 years in production, editorial and executive roles. John currently writes for the Sunday Times about news and politics.

Carly Pryde – In her role at the Scottish Welfare Fund Carly was a referral agent for the Foodbank, so brings great experience and knowledge of East Lothian Council and the benefits system.

Penny Morriss – Penny has an MBA and will be key to our strategic review. She lives in Dunbar and works for the UK charity for everyday walking, Living Streets, so brings knowledge of charity management and funding applications to the Foodbank.

Welcome to all three new trustees and thank you to Bill and Anne for their commitment, ideas and enthusiasm.

The Board continues to meet monthly.

LOOKING AHEAD

With a full complement of trustees, the Board plans to take stock and produce a concise Business Plan for the next three years. Demand continues to rise and we continue to offer more, working on the same model with which we started. More is being asked of our trustees, our staff and our volunteers. The time has come for a review of how best to manage:

- Management/staffing structure
- Our core service model
- Our facility
- Income generation

The Board is confident that we can maintain a first class service in the provision of emergency food aid, while also pursuing “more than food” initiatives and an advocacy role, raising awareness of food poverty and its causes in East Lothian.

OUR EMPLOYEES

Peter Dicker, Foodbank Manager

Lucy Daniels, Foodbank Co-ordinator and Foodbank Development Manager

Both staff members are part of the Management Committee, which meets monthly with two trustees and a volunteer representative to discuss operational issues.

GDPR

May 2018 saw the new General Data Protection Regulations (GDPR) come in to force. This required us to prepare some revised Data Protection policies, to have Privacy Statements and to ensure we only sent people communications that they would expect, and to ensure they could opt out of receiving them too. The Trussell Trust had prepared guidance and this proved most helpful. We are confident that we have put in place everything we need to comply with GDPR.

SAFEGUARDING TRAINING

Safeguarding is extremely important to the Foodbank. Both members of staff are up to date with safeguarding training, while trustee training is planned for February 2019.

TRUSSELL TRUST QUALITY ASSURANCE REVIEW 2018

The annual Quality Assurance Review was held on 20th March 2018 with Laura Fergusson of the Trussell Trust. There were no recommendations to follow up.

OUR OBJECTIVES

East Lothian Foodbank is a Scottish Incorporated Charitable Organisation (SCIO), registered on 30th October 2012. The charity is run in accordance with our constitution. Our trustees are a mixture of those appointed on establishment of the charity and trustees appointed subsequently. Appointment and removal of trustees is in accordance with the constitution, which allows the trustee board to appoint new trustees between AGMs (and accept the resignation of others) and for trustees to be appointed by members at an AGM. Our Members are our volunteers plus anyone else who applies to be a member.

The purpose of East Lothian Foodbank is: the prevention or relief of poverty in East Lothian by providing emergency food supplies to individuals in need and/or charities or other organisations working to prevent or relieve poverty; to provide services to people who have need of them by reason of their age, ill-health, disability, financial hardship or other disadvantage.

This Annual Report was approved by the trustees on Monday 21st January 2019 and signed on their behalf by:

A handwritten signature in blue ink that reads "David Raw". The signature is written in a cursive style with a large, sweeping flourish over the name.

David Raw, Chair, East Lothian Foodbank

APPENDIX 1



East Lothian Foodbank
Abstract of Accounts Year End 31st October 2018

Revenue Account

2016-2017 (£)	INCOME	2017-2018 (£)	2016-2017 (£)	EXPENDITURE	2017-2018 (£)
14,834.57	Donations	24,268.68	23,595.53	Salaries	27,336.89
	Bank Interest	189.87	239.04	Mobile	£250.60
5,961.25	Trussel Trust Tesco Collection	6,267.98	345.36	Broadband	385.93
£500.00	East Lothian Council Credit Waste	392.50 note2	6,500.00	Rent	6,000.00
£11,250.00	East Lothian Council Grant	18,750.00 note1	1,304.30	Utilities	3,956.02 Note 4
£31.00	Tesco Credit (Fresh Food Project)	7.50		E L Council Waste Services	815.19
£8,000.00	Community Windpower Grant	4,850.00	4,762.17	Community Fresh Food Project	6,872.18
			72.00	Hygiene Certification/Nutrition	36.00
	Gift Aid	2753.75	379.00	Equipment	708.38
	Suspense Account	76.22 note3	395.00	Trussel Trust / Subscriptions	£395.00
£150.00	Prize Money from Rotary Clubs			Suspense Account	£76.22
£360.00	Payment of Function Tickets		1,940.96	Stationary / Printing	1,857.73
£156.43	Water Rate Exemption Rebate		258.00	Marketing	
	Area Partnership	£3,300.00	426.52	Mileage/Travel	161.84
				Area Partnership	250.00 Note 5
£1,448.78	Local Community Co-op Fund			Red Box Project	607.49 Note 5
	Coalfields Regeneration Trust	£3,688.00		Co-op Starter Packs	611.18 Note 5
				Coalfields Regeneration Trust	580.41 Note 5
			222.72	Insurance	394.59
			713.98	Misc	38.97
			40.80	Repairs & Maintenance	89.56
			41,195.38		51,424.18
			1,496.65	Surplus for Year	<u>£13,120.32</u>
<u>£42,692.03</u>		<u>£4,544.50</u>	<u>£42,692.03</u>		<u>£64,544.50</u>

BALANCE SHEET

2016-2017	Assets	2017-2018	2016-2017	Liabilities	2017-2018
£49,054.51	Current Account	£22,174.63	£47,597.36	Balance Brought Forward	49,054.51
£24.10	Cash/Float	£15.40	£15.40	Cash/Float used	£15.40
	Skipton Deposit Account	<u>£40,000.00</u>	<u>£1,496.65</u>	Surplus/ (Deficit)	<u>£13,120.12</u>
<u>£49,078.61</u>		<u>£62,190.03</u>	<u>49,078.61</u>		<u>£62,190.23</u>

AUDIT CERTIFICATION

I have examined the financial records of East Lothian Foodbank along with the appropriate vouchers and receipts for the year stated above and do hereby certify that the accounts represent a true and fair picture of the transactions of the Foodbank over the year.

Signed *Kathleen Gilmer*
 Print Name **KATHLEEN GILMER**

Date *28/11/18*
 Qualification

East Lothian Foodbank

Notes Relating to Year End Accounts 2017-2018

- 1 *The total Grant from East Lothian Council amounts to £15,000 but is shown as £18,750 due to different Financial Year endings.*
- 2 *This credit was due to a double payment error.*
- 3 *Debits were incorrectly taken from an outside source and were subsequently reimbursed.*
- 4 *Electrical charges were received for the 2015-2016 and 2016-2017 financial years and are included within this overall figure.*
- 5 *Expenditure charges relate to supply invoices only relating to these specified projects and do not include allocation of salary costs.*

*James S Raitt DL, FRICS
East Lothian Foodbank Treasurer.
31st October 2018*