

ANNUAL REPORT

1ST NOVEMBER 2018 – 31ST OCTOBER 2019



Between 1 April 2018 and 31 March 2019, the Trussell Trust's food bank network distributed 1.6 million three-day emergency food supplies to people in crisis, a 19% increase on the previous year. More than half a million of these went to children.

VIEW FROM THE CHAIR – DAVID RAW



Welcome to our Annual Meeting and to the presentation of our Annual Report. The Report gives much detailed information and a picture of what we try to do. A very special word of thanks to Lucy and to our Secretary Liz for compiling it.

Last year, I said our Annual Report was bitter-sweet. Bitter, because of a growing demand for our services; sweet, because of the magnificent generosity of so many people and organisations in East Lothian. A huge thank you to all who help, volunteer, give generous donations and, especially, to Peter and our dedicated staff who make it work.

I wish I could tell you things have improved, but they haven't. Last year we issued over 2,600 food parcels and essential items. It reflects a picture throughout the UK. Demand is increasing, a third to children, a third to those on low wages and a third because of delays with Universal Credit problems.

In the UK, the Trussell Trust issued 1.6 million food parcels last year. In Scotland, the Trust and the other independent food banks issued almost 600,000 parcels, **a 22% increase on the previous year**. The 2018 Scottish Health Survey found that 9% of adults in Scotland worried about running out of food.

The task goes on. East Lothian Foodbank, with your help, will change, evolve and move on to do it. This year has seen a number of Trustee changes with Abigail Morrison, our first treasurer Joan Ramsay and our current Treasurer Jim Raitt stepping down. We thank them for their efforts over many years, and we think about Abigail on her recent very sad loss. We welcome Mark Singleton, a former banker, as our new Treasurer.

For myself, after five years as a trustee and two years as Chair, I have decided to bow out to focus on family care issues and commitments at St Andrews and we hope to be able to introduce a new Chair at our AGM in January 2020.

We also hope to have filled a new staff position in time for our AGM. We are currently in the process of recruiting a Foodbank Director, with the help of funding from an Asda/Trussell Trust partnership. The Foodbank Director will develop and support our current staff and volunteers, ensure we meet current demand on a firm financial footing and, crucially, be full of energy and ideas about the future. There will be plenty of news in 2020 and we hope you will continue to be part of our work.

EAST LoTHIAN Foodbank – OUR AIMS AND ACTIVITIES

East Lothian Foodbank was established as a charity in 2013 and is affiliated to UK poverty and hunger charity The Trussell Trust

The foodbank was set up as a response to local need. We have been the last resort for thousands of local people over the past 7 years.

We want to see a future where there's no need for foodbanks, where everyone has enough money coming in to cover the cost of essentials like food. No-one should go hungry because they don't have enough money.

OUR PURPOSE

To relieve poverty and hunger in East Lothian

WHAT WE DO

At East Lothian Foodbank we do our utmost to provide the best possible food to people in East Lothian restricted by poverty. We do this through distributing emergency food, helping stock community larders and through other community projects.

WHO WE HELP

We help any local person who is referred to us. We treat all clients without judgement and with respect and dignity.

We believe in compassion, justice, protecting each other from harm and upholding the dignity of everyone who needs our help.

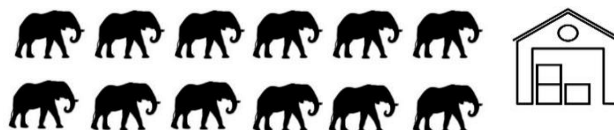
MAIN ACTIVITIES

1. **Collection of donations** of food and non-food essentials for distribution to people in need.
2. **Emergency food deliveries.** The foodbank delivers over 50 food parcels across the county every week. Over 80% of food parcels are delivered on the day of referral.
3. **Gold standard client service.** We aim to offer choice and dignity, fresh food and also non-food essentials.
4. **Partnerships.** The foodbank works with community groups and donates food to support holiday lunch clubs, community larders, breakfast clubs and similar initiatives which address poverty and hunger.
5. **"More than food" initiatives.** The foodbank has initiated cookery classes in previous years and is currently funding the Fa'side Fridge, which offers "food, fun and friendship" in Tranent.
6. **Raising awareness.** We know it takes more than food to end hunger and, as part of the Trussell Trust network, we can bring together our experiences and those of our community to challenge the structural economic issues that lock people in poverty and join the campaign for change to end hunger and poverty in the UK.

ACHIEVEMENTS

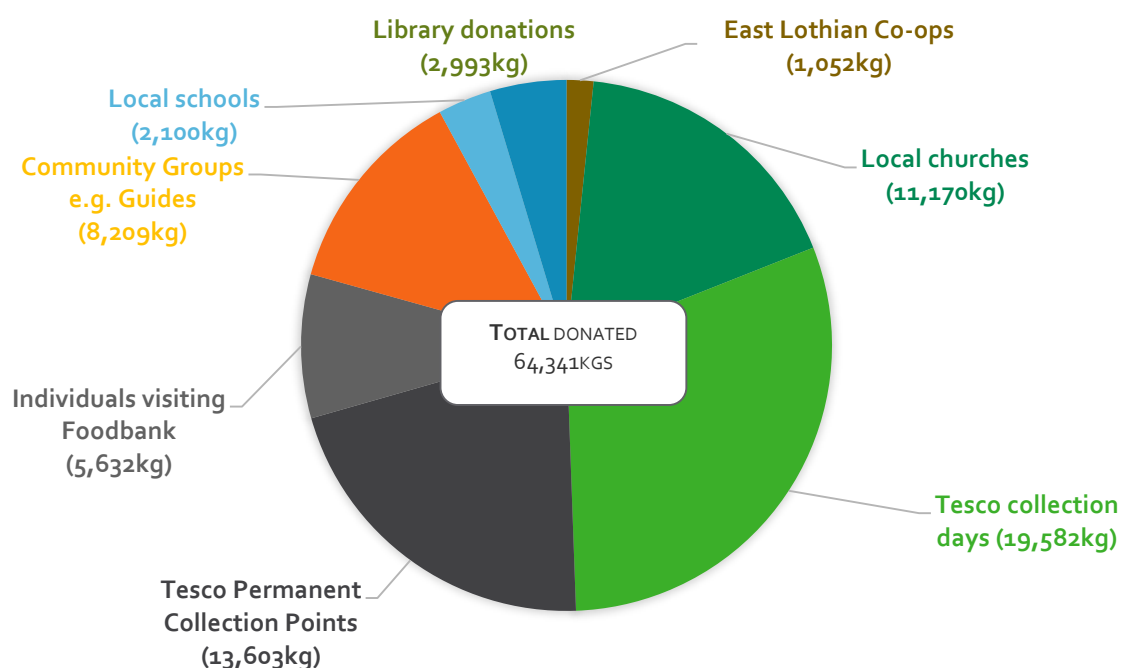
FOOD DONATIONS

In 2018/19 the weight of food donated to us was equivalent to more than 12 African elephants. Demand for food parcels has grown by 86% over the last five years and local people have responded with enormous generosity.



It is a major achievement to collect enough food to be able to fulfil the demand for food parcels.

THANK YOU TO EVERYONE WHO HAS DONATED FOOD, WE ARE VERY GRATEFUL



EMERGENCY FOOD AID DELIVERED

All clients are referred to us. The foodbank does not judge individuals and their situations; we deliver emergency food aid to anyone who is referred to us. We foster close relationships with our referral agencies to ensure that we provide the best possible service to all our clients.

REFERRAL AGENCIES 2018/19

Referral Agency	% of referrals
Scottish Welfare Fund	22.6%
Childrens' Wellbeing	5.2%
Social Work	3.6%
Criminal Justice	3.6%
Childrens' Wellbeing 15+	2.7%
Other council services e.g. tenancy support, homelessness prevention	9.2%
East Lothian Council referrals total (approx.)	47%
Health Centres/Health Visitors/Mental Health and Drugs teams	8.5%
Young People e.g. Blue Triangle, Bridges Project, The Ridge	3%
Home-Start East Lothian, Womens' Aid	6%
Citizens' Advice Musselburgh	14%
Citizens' Advice Haddington	3.5%
Others	18%
Total	100%

A YEAR IN THE LIFE OF THE FoodbAnK

HOW MANY PEOPLE DID WE FEED?



5,912 people fed
This includes multiple referrals



**Of these 38% (2,243)
were under the age of 16**

HOW MUCH DID WE GIVE OUT?



47,403 kg given out

HOW MUCH WAS DONATED?



64,341 kg of donations

WHO RECEIVED OUR PARCELS?



46% to single people



24% to single parent & child



18% to families



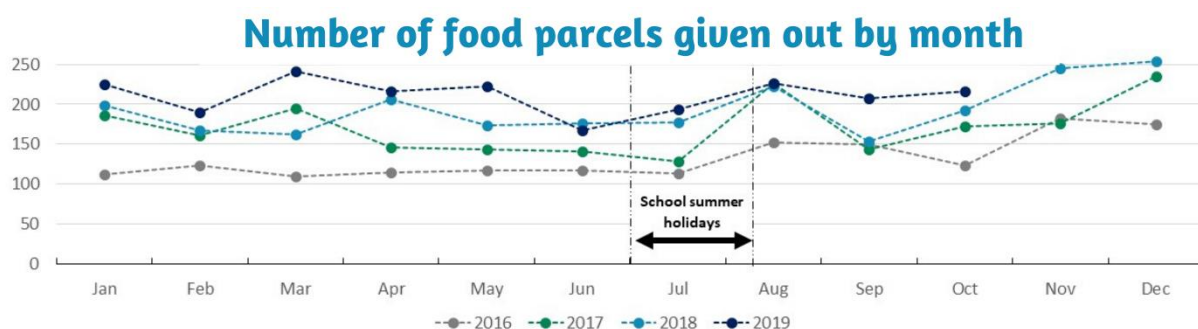
9% to couples



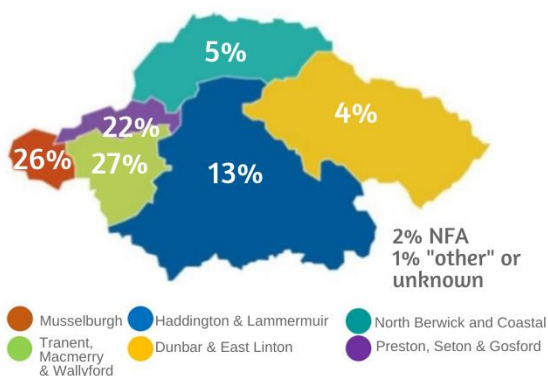
3% to other households

TOP 3 REASONS FOR REFERRALS

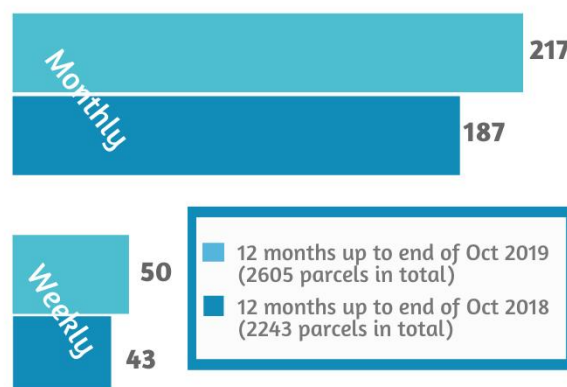
1. 33% benefit changes or delays
2. 29% low income
3. 21% refused crisis grant



Referral distribution by ward



Average number of parcels



GOLD STANDARD CLIENT SERVICE

Our core purpose is to deliver emergency food aid to those in crisis. But we care equally about food quality and, most of all, we care about each client. Our achievements this year:

FRESH FOOD

- Crerar Trust.** We have successfully raised £3,436 from the Scottish Hotel group's Crerar Trust towards Get Fresh Bonus Bags. This allows us to give out 12 bags of fresh food at a cost of £72 per week for 48 weeks.
- The foodbank purchases 100 x apples per week from **Roots & Fruits**, at £15 per week.
- FareShare** is the UK's largest charity fighting hunger and food waste. We have successfully applied to the Trussell Trust to be part of a trial, funded by Asda, in partnership with FareShare. Since July, the foodbank has received a free weekly delivery of surplus fruit and veg, which boosts the nutritional value of our parcels and adds variety.

DIGNITY AND CHOICE

- Paul Chapple, Client Service Admin, always prioritises a telephone chat with each client to offer them different options: tea or coffee? Toiletries? Special diets or allergies? Ages of children? Sanitary protection?
- We provide crisis care and each referral is urgent. Over 80% of food parcels are delivered the same day, thanks to our volunteers.
- 73kg of food items beyond their Best Before date placed in our Help Yourself Basket at the foodbank.

NON-FOOD ESSENTIALS

1. **Starter Packs.** We gave out 46 starter packs this year, which are funded by a Co-op Community Grant we received in 2017.
2. **Washbags.** We successfully applied for funding from the Co-op Community Grant in 2018. We aim to give a washbag to local people who need more than a food parcel, with essentials like shampoo, razors, toothbrush and deodorant. In this financial year we received £459.48 towards this goal and we expect to receive a further £2,397.00 in November 2019.
3. **Period Poverty.** Through 2018 and 2019 our red boxes were in 5 secondary schools and 4 primary schools across the county, providing girls with sanitary pads, tampons, wipes, new spare pants, tights and leggings if they needed them. Placed in easily accessible areas of the schools our boxes gave girls access to free sanitary products without the need to feel embarrassed about asking for them.

The Scottish Government's commitment to provide period products to all young people in education right across the country marked a real milestone in the fight against period poverty. This has enabled the foodbank to pass responsibility for our red boxes to the individual schools, which can source free product via East Lothian Council.

We shared our experience and learning with the council, which enabled it to help schools provide their students with the products they want, and the delivery method that they want, rather than rolling out a 'one size to fit all' approach.

Huge thanks to the ELC Area Partnerships who helped fund the red boxes and to all the volunteers who helped individually wrap pants (over a 1000 pairs!), tights and leggings and deliver supplies to schools.



JINGLE BAGS

Christmas 2018 was the second year of running our jingle bags appeal. We were awed and humbled by the generosity of the public, who donated over 20,000kg through December. These donations allowed us to fill 346 jingle bags ranging from Christmas dinner for 1 to Christmas dinner for a family of 10!

We could not have done this without our volunteers, who gave many extra hours in our jolly "jingle bag corner", and packed 3262kg of stock into jingle bags.



There was a 27% increase in number of jingle bags given out in 2018 compared to 2017.

165 jingle bags were given out alongside standard food parcel referrals (only 1 jingle bag given out if multiple referrals received), and 181 were given out through partner organisations who identified families needing extra support, such as Family Support Workers, PSG and Fa'side holiday lunch clubs, Support from the Start, Women's Aid and health visitors.

Thanks to the charity A Gift from Kieran, for once again donating bags of satsumas and apples. Thanks to Tesco for donating some of Christmas themed bags we filled and thanks to Tranent, Prestonpans and Musselburgh Community Councils, who together donated £400 towards the costs of jingle bags.

PARTNERSHIPS

This year we have deepened and broadened our links with community groups, contributing 1,313kgs of donated food to support projects concerned with poverty and hunger:

- ✓ Community larders at Wallyford Community Centre, Pans Pantry, Roots & Fruits
- ✓ Fa'side and Wallyford holiday lunch clubs
- ✓ East Lothian Welcomes Refugees



The foodbank has also supported Home-Start East Lothian, Ross High Breakfast Club and Nurture Club, Dunbar Grammar School Breakfast Club, The Ridge Larder and First Steps.

"MORE THAN FOOD" INITIATIVES

THE FA'SIDE FRIDGE

2018-2019 saw the further development of the Fa'side Fridge project. Initially a 12-week pilot, through funding awarded by the Fa'side Area Partnership, we were able to continue the project through 2019 providing a regular, non-judgmental, social space for parents and carers to enjoy, addressing social isolation and providing a forum where people are able to grow their confidence and develop skills that lead them to be better equipped to face every day challenges.

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



Over the course of the year there were 24 families registered with the Fa'side Fridge, which means including all family members, we reached over 90 people. All families were from the Fa'side area.

A key emphasis of the Fa'side Fridge has been on tackling *nutritional inequalities* within the area through a partnership approach engaging with families to increase cooking skills, knowledge of good nutrition, cooking on a budget and from scratch, reducing food waste, shopping locally that is affordable and to grow your own produce and cook with it.



The Fa'side Fridge is supportive, inclusive and great partnership working for the good of families. At its core are East Lothian Foodbank, Home-Start East Lothian and Fundamental Foods and together we're responsible for the week-to-week running of the Fridge, planning the focus for the group each week, what's cooking, and activities with input from attendees.

We have regular volunteers from the foodbank and from Home-Start East Lothian who come in each week to help with the set-up and running of the group. They have been instrumental in helping set the tone of the group and creating a friendly, fun, inclusive and supportive atmosphere.

There is also an extended network of organisations and groups who partner with us to support the fridge in many different ways, whether that be to refer families to the fridge, input on specialized content, provide materials, training expertise or to provide support for activities.

WHAT DO OUR ATTENDEES SAY?

I've halved the cost of my monthly cost by planning and budgeting my meals

Love the Tuesday's Tea and it really encourages me to cook and sit down with the family

it made me feel that I was not the only one struggling to get out and it was great to meet people who knew how I felt

Get inspired and try new things. Get a nice chat and meet people. Get out of a rut in the kitchen and get out of your comfort zone

GET READY TO COOK

As a local foodbank we know that food poverty and insecurity often involves more than a lack of cash it may involve a lack of skills or knowledge. We believe passionately that cooking is a life skill and our ongoing partnership with GirlGuiding East Lothian on a masterchef-style challenge gives us an opportunity to engage with Guide units across the county to increase awareness of the issues around food poverty and insecurity and give girls an opportunity to learn about cooking, with a focus on healthy nutritious options.

Guides were challenged to plan and cook a nutritious 2-course meal, based on the contents of a typical single person food parcel. The judges were looking for a menu which was tasty, well balanced, nutritious and filling and 1st Belhaven Guides delivered that with their menu of classic tomato pasta and pineapple crumble with custard.



Running since 2017, this biennial competition has enabled us to build stronger relationships with young people, whilst increasing their ability to engage with us and therefore the community we support.

RAISING AWARENESS OF POVERTY AND HUNGER

At the UK level, the Trussell Trust is the mouthpiece for all foodbanks and has a vital advocacy role, stating:

"To end poverty and hunger in the UK, we need a robust welfare safety net and secure incomes so people can afford at least basic essentials like food and heating. Our policy asks and campaigning are rooted in evidence from food banks in our network across the UK, and the people they support.

We use our evidence to campaign for change for people on the lowest incomes – we do this by sharing our evidence with policymakers and the public to ensure they understand fully the state of hunger and poverty in the UK."

Locally, we work hard to maintain awareness of poverty and hunger, and its causes, via social media and the press. We actively encourage groups to visit us. Lucy has developed educational materials, such as a very popular "what goes into a food parcel?" quiz and other activities for groups of young people. We also visit schools and groups. Examples of achievements this year are:

VISITS AND OUTREACH

- Welcomed Guides, Beavers, Rainbows and Cub groups from Musselburgh, North Berwick, Tranent, Macmerry and North Berwick.
- Talks at Loretto Junior School, Campie Primary School, Prestonpans Primary School
- Talk at Tranent's Inner Wheel Group
- Conversations with Musselburgh and Ross High Schools about their YPI projects
- A stall at Knox Academy's Volunteering Fair
- Visit by six students from Employability Scotland
- Visits from Martin Whitfield MP and local councillors
- Visit to the 61st Musselburgh Boys Brigade

The foodbank has also set up stall at local community events such as MP Martin Whitfield's Local Charities Event and Musselburgh Communities Day.

OTHER ACHIEVEMENTS

OUR STAFF TEAM

The Board undertook a strategic review of our current staffing and operating hours with a view to proposing a staff restructure which can meet our future needs.

Our reputation as a service provider and our excellent relationships with key statutory partners mean we are increasingly being asked to support stakeholders to develop and deliver strategy and services. Our organisation has grown in scale and scope rapidly. Our staffing model, our facility, and our approach to management made good sense in the first years of operation, but to meet the complex needs of a fast-growing operation, the trustees realised the need to make significant changes in the way we work. We are in a strong position within the county to take a lead on responses to the causes of food poverty across East Lothian, and we recognise that, to play our part, we need a business model that is fit for purpose.

As this financial year drew to a close, the foodbank was supported by 3 part-time members of staff:

Role	Member of Staff	No of hours per week	Change this year
Foodbank Manager	Peter Dicker	27	No change
Development Manager	Lucy Daniels	7 hours Project Manager for Fa'side Fridge 7 hours Development Manager	Up to 1 st July 2019 Lucy also carried out a client service role.
Client Service Admin	Paul Chapple	10	Paul started in this temporary role 1 st July 2019
Total paid hours		51	

Peter and Lucy attended various Trussell Trust regional forums and conferences during the year, including a training day on mental health awareness, and they also organised a Trussell Trust led Signposting Training workshop in October, which trustees and volunteers also attended.

Paul Chapple has been a committed and enthusiastic volunteer at the foodbank for many years. He focuses on client service from 10am – 12 noon each day and we are very glad to welcome him to the team.

Welcome, too, to Lorraine Frame, who now provides a valuable weekly role cleaning the foodbank premises on a Wednesday.

The Board's role is to focus on Governance, Safeguarding and the Strategic Management of ELFB. However, a significant amount of trustee time has been spent on the everyday operational issues of our charity. A specific need was identified – to create a management role to take a lead in developing and securing our core and additional services, including development of our committed volunteer base. We also recognised the need for human resource at an operational level which can contribute to developing our strategic vision and our position at the heart of the county response to poverty and hunger.

Having identified the need for a new role of Foodbank Director, trustees urgently sought funding for the post. In 2018, in recognition of poverty and hunger, Asda teamed up with The Trussell Trust and food waste charity FareShare to launch a £20 million fund to support foodbanks across the UK over three years. In July 2019, East Lothian Foodbank was awarded £57,228 as a contribution to strategic staffing over the next three years. The recruitment process aims to be complete in early 2020.

VOLUNTEER ACHIEVEMENTS

The foodbank has 42 regular volunteers, plus at least 8 who help on an *ad hoc* basis. Six new volunteers joined us this year.

We now have 2 young volunteers with special educational needs, one who comes in twice a week and one from Knox Academy who comes in every Wednesday morning during term time to help stack shelves and sort food.



Organised by STRiVE, the **Inspiring Volunteering Awards** recognise individuals and groups who, by volunteering their time to help others, have had a significant impact on the local community or the people they volunteer to help. East Lothian Foodbank won two trophies!

VOLUNTEER TEAM

Winner: East Lothian Foodbank

OUTSTANDING TRUSTEE

Winner: Liz Kilpatrick, Secretary East Lothian Foodbank

VOLUNTEER FRIENDLY AWARD



In 2019, East Lothian Foodbank was very pleased to gain a **Volunteer Friendly Award**, which was presented to us by Yvonne Stoddart from Strive, East Lothian.

This award is a quality standard similar to the national 'Investing in Volunteers' but designed for small organisations who want to develop best practice in working with and involving volunteers. Our volunteers are the mainstay of our organisation and East Lothian Foodbank could not operate without them. Thank you to the staff, trustees and volunteers who supported the work and the submission of evidence for the award.

EXTRA HANDS AT CHRISTMAS

Thanks to each and every *ad hoc* volunteer who came in to help with jingle bags and the Christmas rush. Groups included:

- 3 teams from Scottish Widows
- 2 teams from Charles Rivers Laboratories
- 2 teams from Lloyds Bank
- Aberdeen Standard Life
- Home-Start East Lothian
- Students from Enable Scotland

BONFIRE NIGHT MUSSELBURGH LINKS

Thanks to all volunteers who helped shake buckets on a cold night, raising money for the foodbank and Musselburgh Basics Bank. £1,200 was collected in total.

THE FoodBANK'S IMPACT

It's straightforward to count parcels and weigh food, but the human impact of the foodbank's work cannot be quantified. We know, from our referral agents, and from our conversations with clients, that every food parcel is not just about sustenance, but about care and compassion.

"Some of our families need the added support of East Lothian Foodbank. We have built a relationship with the staff. This allows a prompt delivery of food to a family. Peter, Lucy and the volunteers do a tremendous job ensuring orders are ready even at very short notice. The care and thought that goes alongside the parcels makes for a dignified experience for our families. Suggestions for extras like toiletries sometimes overwhelm the family - these are basic items for the majority of us but can seem so far away for the family.

For one mum, who had fled domestic abuse, the addition of sanitary products bought her to tears as all access to money had been frozen and she was in desperate need.

The additional work we have done with The Fa'side Fridge has been inspiring and this would not have happened without the foresight of the foodbank and their trustees who took the funding forward and continue to support the families.

I look forward to future partnership work in the coming year – supporting families along with helping to address the food poverty we are seeing here in East Lothian currently."

Katy Pollock, Senior Co-ordinator, Home-Start East Lothian

"Many of our clients rely on the food parcels to feed their families as they struggle to manage on low incomes from long term reliance on benefits and / or low wages. Many are forced to make stark choices to either pay bills - including rent and council tax, gas and electric – or buying food. The help from the EL Foodbank is a vital resource for CAB clients and the people of East Lothian."

Yvonne Cassidy, Musselburgh Citizens Advice Bureau

The Pennypit Trust works in partnership with East Lothian Foodbank and they have supported us with many of our different community food provisions that tackle food insecurity. We are especially delighted to highlight the work of Fa'side Fridge, which supports families to cook meals from scratch using affordable local ingredients - this service is invaluable to families who are most in need. One parent told me, "I found the foodbank to be helpful and not judge my situation - without this service I am not sure how I would feed my family when I am struggling for money".

Ruth Davie, Community Nutritionist, Pennypit Trust

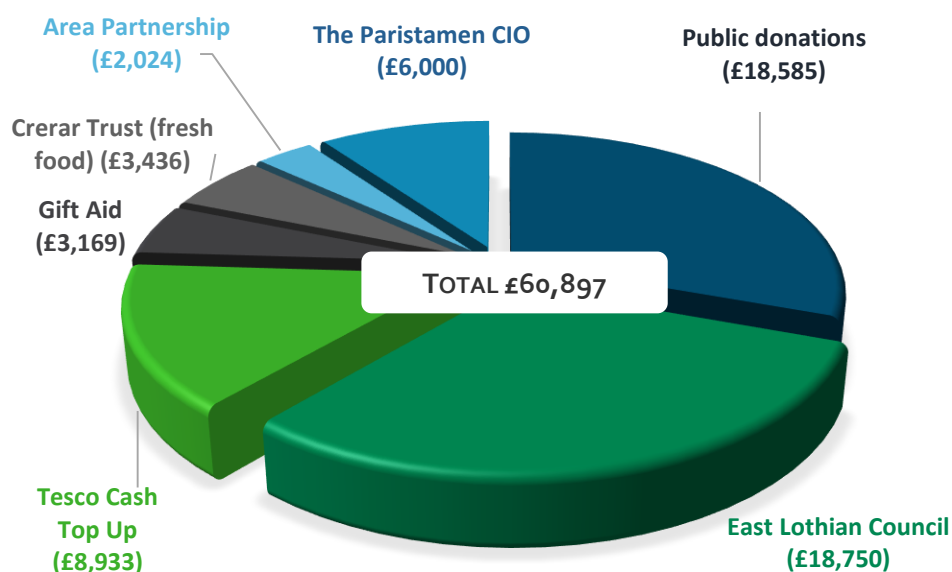
My very first foodbank parcel was because I was homeless and I was on no benefits at the time. I've had a few over the years when times have been tough, especially around Christmas time when everyone seems to struggle. My partner wasn't working as much so we had a lot less money, the upset of not having food for my child and the cats was a real strain. They gave me nappies, wipes, formula and a few toiletries and food for the cats. They gave us things I didn't expect you could get from the foodbank, not just food but things that help you get by day to day if you really need them.

I had no idea what I would have done without the foodbank, I would have been distraught. I hope people keep donating because people that go through these financial hardships need it so badly, there should be more awareness of their needs.

Claire, 23, Aberlady.

FINANCIAL REVIEW

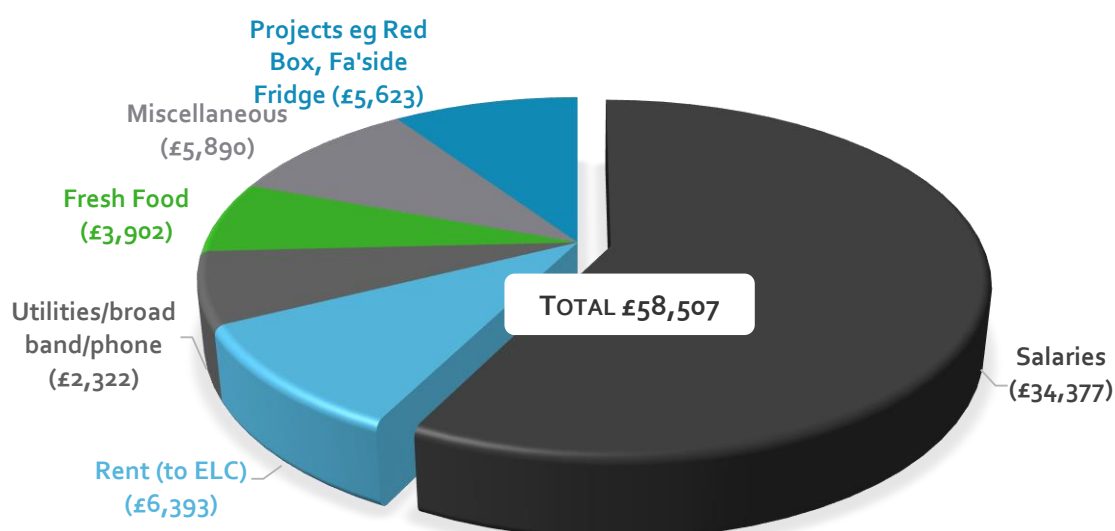
MAIN SOURCES OF INCOME (12 MONTHS TO 31ST OCT 2019)



The Foodbank was successful in its application to East Lothian Council for a grant of £15,000. 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.

We are also very grateful to The Paristamen CIO for awarding the Foodbank £6,000 unrestricted funds in July 2019.

HOW WE USED THE FUNDS



STATEMENT OF ACCOUNTS FOR Y/E 31ST OCTOBER 2019

East Lothian Foodbank
Statement of Accounts for Year End 31st October 2019

Revenue Account

2017-2018 (£)	INCOME	2018-2019 (£)	2017-2018 (£)	EXPENDITURE	2018-2019 (£)
24,268.68	Donations	18,585.39	27,336.89	Salaries	34,376.79
	Paristaman (Unrestricted Grant)	6,000.00			
189.87	Bank Interest	400.00	250.6	Mobile	£222.01
6,267.68	Trussel Trust Tesco Collection	8,933.23	385.93	Broadband	478.38
£392.50	East Lothian Council Credit Waste		6,000.00	Rent	6,393.04
£18,750.00	East Lothian Council Grant	18,750.00 note1	3,956.02	Utilities	1,622.36 Note 4
£7.50	Tesco Credit (Fresh Food Project)		815.19	E L Council Waste Services	633.70
£4,850.00	Community Windpower Grant		6,872.18	Community Fresh Food Project	3,902.19
	Crerar Trust (Bonus Bags)	3,436.00 note2			
			36.00	Hygiene Certification/Nutrition	
			708.38	Equipment	307.71
£2,753.75	Gift Aid	£3,168.55	395.00	Subscriptionsto various bodies	£645.00
			76.22	Suspense Account	
			1,857.73	Stationary	781.30
				Advertising & Marketing	1,284.37
			161.84	Mileage/Travel	289.60
				Cleaning	339.60
				Fa'side Fridge	1,805.26 Note 5
	Jingle Bags	£476.00 note 2		Jingle Bags	827.55 Note 5
			250.00	Prizes	250.00
£3,300.00	Area Partnership (Bonus Bags)	£2,023.57 note2		Area Partnership	
	Red Box	£523.00 note2	607.49	Red Box Project	1,419.02 Note 5
				Co-op Washbags	260.16 Note 5
	Local Community Co-op Fund		611.18	Co-op Starter Packs	540.75 Note 5
£3,688.00	Coalfields Regeneration Trust		580.41	Coalfields Regeneration Trust	771.24 Note 5
76.22	Suspense Account		394.59	Insurance	397.46
	Collection Share with Basic Bank	£613.50 note3	38.97	Misc	663.81 Note 3
			89.56	Repairs & Maintenance	295.30
			51,424.18		58,506.60
			13,120.32	Surplus for Year	<u>£4,402.64</u>
<u>£64,544.50</u>		<u>62,909.24</u>	<u>£64,544.50</u>		<u>£62,909.24</u>

BALANCE SHEET

2017-2018	Assets	2018-2019	2017-2018	Liabilities	2018-2019
£22,174.63	Current Account	£26,577.27	£49,054.51	Balance Brought Forward	62,174.63
£15.40			£15.40	Cash/Float used	
£40,000.00	Skipton Deposit Account	<u>£40,000.00</u>	<u>£13,120.12</u>	Surplus/ (Deficit)	<u>£4,402.64</u>
<u>£62,190.03</u>		<u>£66,577.27</u>	<u>62,190.03</u>		<u>£66,577.27</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 East Lothian Foodbank over the year.

Signed by Kathleen Gilmer

Kathleen Gilmer

Date

20.11.19

Print Name KATHLEEN GILMER

KATHLEEN GILMER

Notes Relating to Year End Accounts 2018-2019

1. The total annual Grant from East Lothian Council amounts to £15,000 but is shown in the Statement of Accounts as £18,750. This anomaly relates to different Financial Year endings. At the date of East Lothian Foodbank 2019 year-end Accounts our Foodbank in essence has been prepaid the sum of £6250.
2. These donations and expenditure are shown separately as monies were gifted for specific projects and are therefore restricted fund donations.
3. In Partnership with The Musselburgh Basic Bank Charity a joint cash bucket collection was made on the evening of 5th November 2018. Payment of Basic Bank's 50% allocation is recorded in our accounts as part of our miscellaneous expenditure.
4. Late electrical charges were received for the 2015-2016 and 2016-2017 financial years and were included within the utilities costs of the 2017-2018 accounts. The cost of gas and electricity in these accounts accurately reflect usage for the 2018-2019 financial period.
5. Expenditure charges relate to supply invoices only related to these specified projects and do not include allocation of salary costs.

James S Raitt DL, FRICS
 East Lothian Foodbank Treasurer.
 31st October 2019

SUMMARY OF RESTRICTED FUNDS

Project Name	Credit Balance	Paid Out	Paid In	Current Balance
Jingle Bags	1044.03	913.55		130.48
Bonus Bags/Fresh Food (BeGreen Dunbar and Crerar Trust)	5809.38	3313.31		2496.07
Red Box Project	1830.12	1580.02		250.10
Starter Packs (Charities Aid Foundation and Co-op Community Fund)	759.10	503.86		255.24
Coalfields Regeneration Trust (Fa'side Fridge)	2119.84	2195.02	75.18**	0.00
Co-op Community Fund (Wash Bags project)	459.48	337.05		122.43
Area Partnerships (supporting Community Larders, holiday club partnerships and Fa'side Fridge)	5033.07	2347.76		2685.31
TOTALS	17055.02	11190.57		5939.63

Total of restricted funds at 31st October 2019 is £5,939.63

** Shortfall contribution allocated from Foodbank unrestricted funds to conclude the trial period of Fa'side Fridge.

STATEMENT OF POLICY ON RESERVES

The bank balance at 31st October 2019 amounts to £66,577 of which £5,940 are Restricted Funds thus the level of reserves held at the Year End 31st October 2019 amount to £60,637. Of this reserve amount £40,000 is held in an interest bearing savings account with The Skipton Building Society and, as noted in our year end accounts, a prepaid amount of £6,250 from East Lothian Council would reduce the level of reserves to £54,387.

The Trustees have a responsibility of maintaining in good order, fulfilling Health and Safety Requirements and ensuring that the premises rented from East Lothian Council at 3 Civic Square, Tranent, are maintained in good repair, well equipped and fit for purpose at all times for both staff and volunteers.

Unfortunately, our current rented premises are on a short term six-month lease agreement. Having examined East Lothian Council's future planning proposals for Tranent town centre our current premises are earmarked for demolition. Subsequently our Trustees are aware that relocation could be imminent and therefore a large part of the designated fund held with the Skipton Building Society may be called upon at very short notice.

Demand for East Lothian Foodbank's core service, together with additional services, has grown. We anticipate this trend will continue and that demand will not diminish in the next three years. Facilities, incorporating additional staff appointments, are required to meet our growing needs at the right location and at the right cost. With the introduction of new trustees our strategy sub-group continues to plan how address this growing demand for core and additional services. This strategy will incorporate a numerically increased staffing model.

Finally, in the short term, part of our reserves are held in place to insure we have the ability and facility to instantly provide finance for any shortfall in food items. These items comprise both the content of perishable and non-perishable food parcels containing the three days' supply of nutritionally balanced food for our clients.

DONATED SERVICES

VALUING OUR VOLUNTEERS

Our volunteers donate over **3,000 hours** of their time, drive approx. **8,000 miles** around East Lothian and are worth approx. **£30,000** to our charity



1,975 warehouse hours



336 Tesco collection hours & 100 miles



700 hours and 8,000 miles delivering food parcels and collecting donations



57 volunteer hours

Assumptions: 45p per mile expenses; Scottish Living Wage of £8.75 per hour; 50 week working year.

We would like to say a huge thank you to all those who volunteer their time, energy and enthusiasm into making things happen here at the foodbank, we couldn't do it without you.

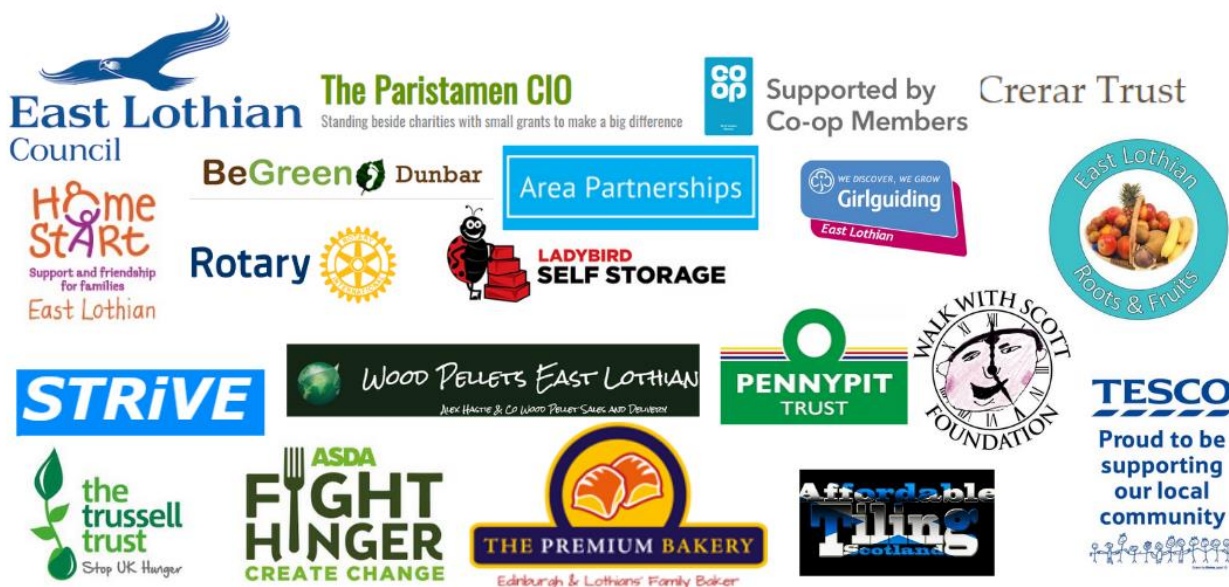
LOOKING AHEAD

The financial year 2019/20 is one of opportunity and change. The recruitment of a Foodbank Director and the consolidation of staff roles will allow the review and development of:

- Our premises, including opening hours, stock control
- Our core service, including provision of fresh food and surplus food, plus maximising same-day deliveries.
- “more than food” initiatives, including the future of the Fa’side Fridge
- Business and strategic planning for the next three years, putting the foodbank on a firm financial footing.

OUR THANKS GO TO...

The work carried out by East Lothian Foodbank would not be possible without the input and support from our partners, funders and supporters. We are hugely grateful for their help, funding and support.



Not least we would like to thank again all those who donate to us and those who volunteer with us.
THANK YOU!

OUR STRUCTURE, GOVERNANCE AND MANAGEMENT

BOARD OF TRUSTEES

NAME	ROLE	DATE ACTED IF NOT FOR THE WHOLE YEAR
JOHN BOOTHMAN		Resigned 30 th April 2019
CANDACE HIGGINS		Joined 15 th July 2019, resigned 23 rd October 2019
LIZ KILPATRICK	Secretary	
JOAN MANN		
ABIGAIL MORRISON		Resigned 20 th May 2019
PENNY MORRISS		
CARLY PRYDE		
JAMES RAITT	Treasurer	
JOAN RAMSAY		Resigned 11 th June 2019
DAVID RAW	Chair	
MARK SINGLETON		Joined 21 st October 2019 as Treasurer-elect

Our constitution allows for a board of nine trustees.

This year Abigail Morrison and Joan Ramsay resigned, both long-standing members of the board and very highly valued. Abigail put in place all our policies and procedures in the early days of the charity, managed contracts and was Peter's line manager. Joan was the foodbank's first treasurer and continued to offer wise advice and lots of local contacts.

Mark Singleton joined the board as treasurer-elect in October and we are very pleased to welcome him. Mark, who has recently taken early retirement and moved to North Berwick, has over 30yrs experience at RBS, plus treasurer experience with charities. Mark responded to an article in The Courier appealing for a new treasurer to replace Jim Raitt, who is stepping down at the end of this financial year. Jim has spent 4 years as foodbank treasurer, a role which is demanding, time-consuming and never simple. He has kept a tight rein on expenditure and has always been a steady and pragmatic influence. It is thanks to Jim that our finances are in such a healthy state.

We invited Candace Higgins to join the board in July 2019, following the resignation of John Boothman. Candace had originally applied to become a trustee in September 2018, after a facebook appeal, but there was no vacancy at the time. Candace stepped back from the board immediately it became clear that the foodbank would be recruiting for a new role, that of Foodbank Director, in which she was interested, to ensure no conflict of interest.

The Board continues to meet monthly.

OUR EMPLOYEES

Peter Dicker	Foodbank Manager
Lucy Daniels	Development Manager and Fa'side Fridge Project Manager
Paul Chapple	Relief Client Service Administrator

An Operations Committee met monthly with two trustees and a volunteer representative up to July 2019, since then a monthly Support & Supervision process has been put in place to ensure consistency for all three staff. The Support & Supervision process is led by Carly Pryde and Liz Kilpatrick.

SAFEGUARDING TRAINING

Trustees attended a Safeguarding Training event on 25th February 2019. The 2-hour workshop on Adults and Child Protection Awareness Raising was provided by Pamela Martin, Community Development Officer in Wallyford.

TRUSSELL TRUST QUALITY ASSURANCE REVIEW 2019

The annual Quality Assurance Review was held on 27th March 2019 with Ian Esson of the Trussell Trust. We received valuable guidance on stock taking, which Peter carried out in August 2019. An annual stock take will now take place each August.

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.

MEMBERSHIP OF EAST LoTHIAN FoodbAnK

If you'd like to become a member of the foodbank, as an individual or as a representative of your organisation, please email us at info@eastlothian.foodbank.org.uk and we will confirm your membership after the subsequent board meeting.

Members are an important part of our constitution. They have the right to attend members' meetings (including the AGM) and appoint people to serve on the board. Members also take decisions on changes to the constitution itself and make decisions about winding up the charity. No membership subscription is payable and members have no liability to pay any sums to help meet the debts (or other liabilities) of East Lothian Foodbank if it is wound up. If the charity is unable to meet its debts, the members will not be held responsible.

This Annual Report was approved by the trustees and signed on their behalf by David Raw, Chair, on 23rd January 2020:



David Raw, Chair,
East Lothian Foodbank
SC043523

