



ANNUAL REPORT
1 NOVEMBER 2019 TO 31 OCTOBER 2020

VIEW FROM THE CHAIR – REV LIZ O’RYAN

Welcome to the Annual General Meeting of the East Lothian Foodbank and to the presentation of our Annual Report. I’d like to begin by thanking Lucy, Penny and Mark for putting the information together for this meeting.

Well, what a year it has been! I know everyone says that – but it really has been a tough one. Little did I know, when I took over the Chair of the Foodbank just 12 months ago, how the world would change. No-one could have predicted the devastating effects this pandemic has wrought. Now face masks, national restrictions, widespread unemployment, shocking figures of premature deaths, and rising mental health issues are part of the natural landscape. And sadly, this is not happening far away, or even to a minority – I expect none of us have remained unaffected by what has happened.

All of these things, of course, have had a huge impact upon our service. The Trussell Trust figures make for grim reading. A record 1.9 million food parcels have been given out over the past year, 700,000 of them being for children. In Scotland 237,000 parcels have been given out. Over the past five years foodbank use has increased 74%. Our resource has never been more needed. Yet it is heartening to see that generosity has also never been higher. The Trussell Trust has raised £1million pounds over the past year, and you will see from our accounts later, that we too are in a healthy financial position. But that does not mean we are complacent. The Trussell Trust has pledged to use their money to work for a ‘Hunger Free Future’ – a time when foodbanks will be no longer be needed. Their aims chime with our own in East Lothian, as the Board has plans which include sharing our funds with others who are working to alleviate poverty, as well as implementing signposting services and structures which will help people climb out of the poverty trap.

This year past has necessarily been a year of incredible hard work. The Board are proud that the Foodbank continued its service throughout this time. That was no mean feat, and was and continues to be completely due to the commitment and dedication of the volunteers and staff. I would like to thank you all, whether you have donated, sorted, cleaned, humped bags and tins, delivered, written reports, inputted data – whatever it is you have done – if you are part of our Foodbank family, I thank you from the bottom of my heart. Children and adults have gone to bed fed because of you.

The year was also one of change. Peter Dicker, Paul Chapple and Candace Higgins have now moved on from the Foodbank (although Peter and Paul are now back volunteering) and I would like to take this opportunity to thank each of them for their work and commitment. Their contribution is much appreciated, and we wish them all well for the future. Lucy Daniels, meanwhile has kept the wheels turning through the changes, and I would like to especially thank her – her constant steadiness and calm have been invaluable. The Foodbank is now advertising for a new team to take us into 2021, and already the response has been good. Our next year promises an exciting one of opportunity.

I would also like to thank the members of the Board, who have worked many, many extra hours to ensure the Foodbank’s work continues unabated. The challenges of the last year did not make this easy, but by working as a team the difficulties we encountered were overcome. During this coming year we hope to recruit new members to the Board and indeed would be interested in anyone who might feel the push to come and join us – it is fun, believe me!

So into 2021 we go. Our strategy will continue to have a passion for helping others and tackling inequality, to be compassionate in our working practices and innovative in identifying what needs to be done and ways to do it, and continue to be committed to empowering our community so that change is brought about. We hope you will feel able to walk beside us, and continue to support us in the different ways possible.

With many thanks,

Revd Liz O’Ryan, Chair of ELFB

OUR AIMS AND ACTIVITIES

East Lothian Foodbank is a Scottish Incorporated Charitable Organisation (SCIO), registered on 30 October 2012 (registered number SC043523). We are affiliated to UK poverty and hunger charity The Trussell Trust. The foodbank was set up as a response to local need and we have been the last resort for thousands of local people since opening.

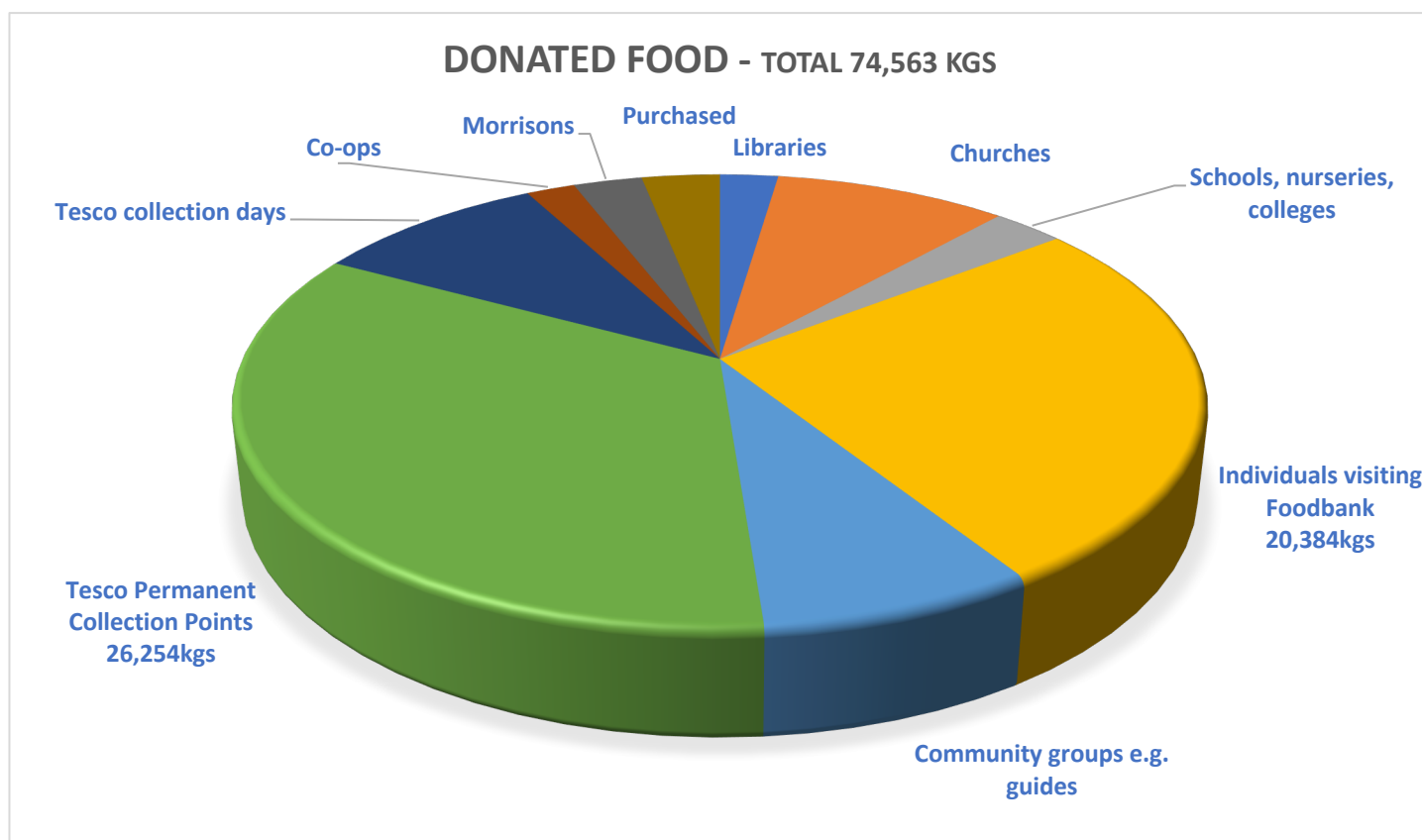
Our purpose is the prevention or relief of poverty and in East Lothian by providing emergency food supplies to individuals in need and / or charities or other organisations working to prevent or relieve poverty; to provide services to people who have need of them by reason of their age, ill-health, disability,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

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

We want to see a future where there is 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 main Activities are:

Collection of donations of food and non-food essentials for distribution to people in need. Thank you to everybody who has donated food and non-food essentials, we are so very grateful to you all. The weight of donations this year totalled 74,563kgs. This compares to last year’s total of 64,341kgs, an increase of 15.9%. These donations have broken down as per the chart below.



Emergency food deliveries. We delivered a total of 2,939 food parcels across the county, that is nearly 57 every week. This compares to 2,604 last year, an increase of 12.9%. We fed a total of 7,060 (last year 5,912) people. Of these 2,827 (last year 2,243) were under the age of 16. (This includes multiple referrals.) We gave out a total of 69,503kgs (last year 47,403 kg), a 46% increase. Of this amount 62,597kgs was direct to service users.

Alongside the standard food parcels, we also gave out Jingle Bags, which are essentially a Christmas dinner in a parcel. In December 2019 we gave out 241 (compared to 165 in 2018) with another 219 (181) being made up for partner organisations who distributed them within the community

Gold standard client service. We aim to offer choice and dignity, fresh food and also non-food essentials.

Partnerships. We work with community groups and donate food to support holiday lunch clubs, community ladders, breakfast clubs and similar initiatives which address poverty and hunger.

“More than Food” initiatives. We have initiated cookery classes in previous years and have funded the Fa’Side Fridge, which offers “food, fun and friendship” in Tranent.

Raising Awareness. We know that 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.

FINANCIAL REVIEW

Reserves Policy

The bank balance at the 31st October 2020 amounts to £191,901 of which £16,496 is Restricted Funds; thus, the level of reserves held at the Year End 31st October 2020 amounts to £175,406. Of this reserve amount £80,000 is held in an interest-bearing savings account with The Skipton Building Society and covers funds set aside for Designated purposes. This leaves us with unrestricted funds totalling £95,406.

The current target minimum for our unrestricted general funds reserve is equal to six months' average operating costs, including all recurring, predictable, and unavoidable expenses. Based upon total payments in the accounts to 31 October 2020 our reserves target is therefore £44,900.

You can therefore see that we have significantly higher funds than our minimum target, which is why the Trustees are working hard on plans and strategies to make the best use of our positive financial situation for the wider good of the community.

Our current rented premises are on a short-term six-month lease agreement with East Lothian Council. The Council's future planning proposals for Tranent Town Centre show our current premises as earmarked at some stage for demolition. Subsequently our Trustees are aware that relocation will at some indeterminate time be inevitable and therefore a large part of the designated fund held with the Skipton Building Society may be called upon at very short notice. In the meantime, we have a responsibility to maintain the premises in good repair, ensure they are well equipped, and that they remain fit for purpose at all times for both staff and volunteers so fulfilling Health and safety requirements.

Demand for East Lothian Foodbank core services continues to grow. We anticipate that the pandemic response and recovery will last a long time, and that demand will not diminish in the short term. We will therefore need our resources to see us through this.

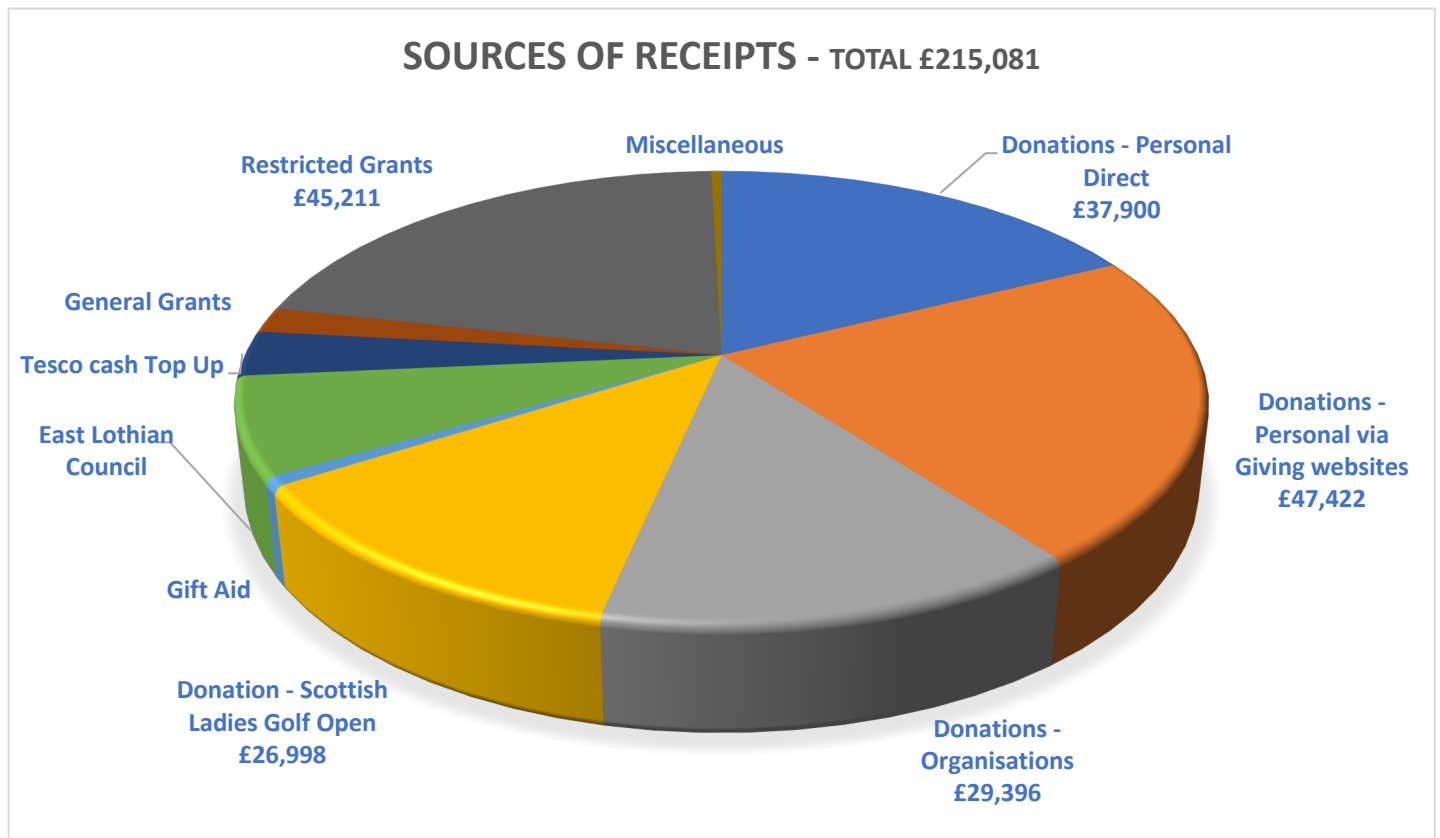
Plans are in place to meet our growing need to relieve poverty and hunger in the area. These include the recruitment of additional staff appointments and the offer of funds / grants to other local charities and organisations that are working to prevent or relieve poverty (see later in the report for more details).

Finally, in the short term, we must ensure that 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.

Receipts

The main story for this last year is how generous the public and businesses have been; all pulling together during the harshest of times during the lock down and onwards. We would like to take this opportunity to thank everybody who has donated to us this year and are sorry that the volumes prevent us from thanking you all personally. With the activities of foodbanks regularly making the news our donations more than quadrupled over the previous year (from £24,585 to £114,718), rising significantly from March 2020 and remaining at a higher level than seen pre-pandemic. On top of this, the foodbank was chosen as the nominated charity for the Scottish Ladies Golf Open, which was held at Archerfield in September. This resulted

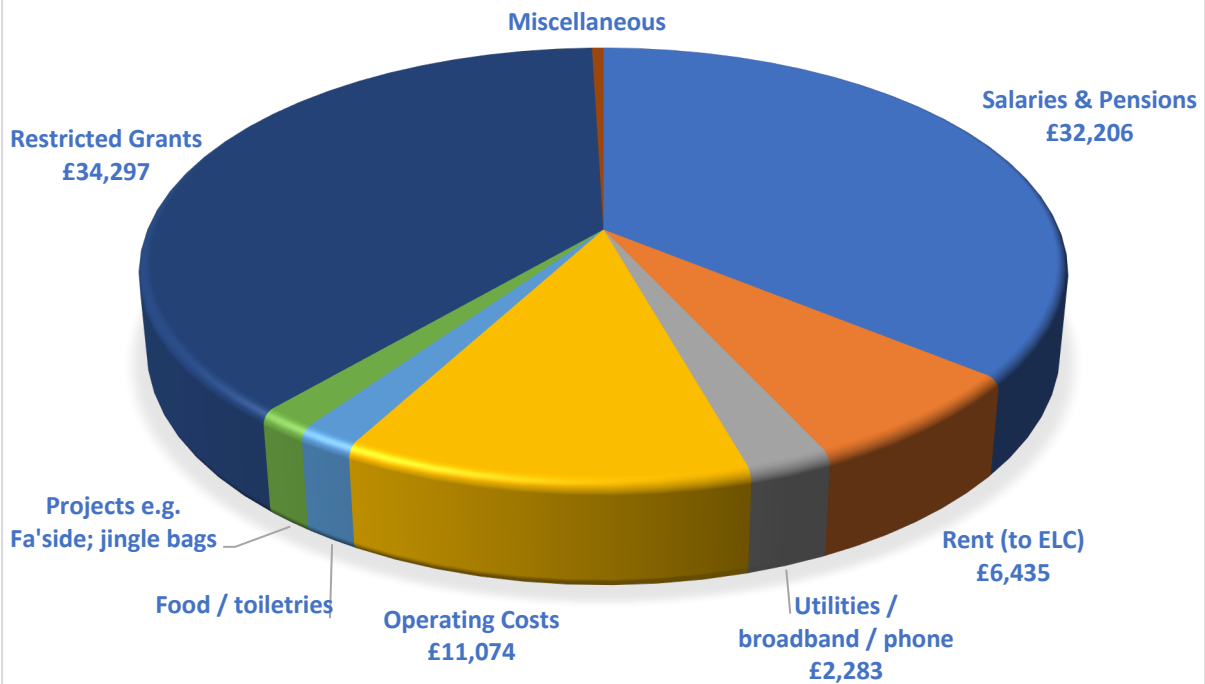
in a one-off amount of £27,000 being donated. At the same time, we received eight Restricted grants totalling £45,211, mainly to assist us during the Covid-19 pandemic (see the bottom left of the Cost Report on page 7). This compares to £6,459 the previous year. These grants have allowed us to offer each client extra food and a provision of fresh food.



Payments

Ironically, all these funds were received just at the time when we couldn't run any services other than the core parcel delivery. Grant monies received have been used in purchasing fresh food, fruit and vegetables to supplement our normal parcels. Total expenses for the year were £89,757 (last year £58,506).

HOW WE USE THE FUNDS - TOTAL £89,757



As mentioned earlier we are lucky to have a surplus of reserves at the moment. There are no signs that the pandemic will be going away so we will be unable to return to our partnership work or “more than food” initiatives in the short term. The trustees have therefore agreed as part of our future strategy to offer funds / grants to other local charities and organisations that are working to prevent or relieve poverty. This will be by way of a short application form. If you know of any such groups who you think would benefit then please get them to contact our Treasurer Mark Singleton at:

treasurer@eastlothian.foodbank.org.uk.

Details will also be put up on our website.

EAST LoTHIAN FOODBANK
COST REPORT 12 1 November 2019 – 31 October 2020

RECEIPTS		31/10/2020	2018-2019		PAYMENTS		31/10/2020	2018-2019	
Donations - Personal	£	37,900	£	11,228	Salaries & Pension	£	32,206	£	34,377
Donations - Virginmoney Giving	£	47,422	£	193	Mobile	£	384	£	222
Donations - Organisations	£	29,396	£	13,164	Broadband	£	522	£	478
Donations - Scottish Ladies Golf Ope	£	26,988	£	-	Rent	£	6,435	£	6,393
				Note 1	Utilities	£	1,377	£	1,622
Gift Aid	£	1,421	£	3,169	E L Council Waste Services	£	370	£	634
Bank Interest	£	299	£	400	Community Fresh Food Project	£	-	£	3,902
				Note 2	Equipment	£	1,138	£	308
East Lothian Grant	£	15,000	£	18,750	Subscriptions / Certificates	£	553	£	645
Trussell Trust Tesco Top-up	£	6,954	£	8,933	Stationery/Printing	£	1,181	£	781
					Marketing /Advertising	£	141	£	1,284
Area Partnership	£	-	£	2,024	Mileage/Travel	£	-	£	290
General Grant	£	3,915	£	-	Cleaning	£	1,057	£	340
					Fa'side Fridge	£	823	£	1,805
					Jingle Bags	£	626	£	-
					Volunteer / staff expenses	£	260	£	-
					Food / Toiletries	£	1,588	£	-
					Insurance	£	400	£	398
					Professional Fees	£	5,712	£	-
					Repairs/Maintenance	£	403	£	295
					Cookery Prizes	£	-	£	250
Miscellaneous	£	289	£	613	Miscellaneous / Basic Bank	£	284	£	663
Restricted					Restricted				Note 7
Jingle Bags	£	286	£	476	Jingle Bags	£	416	£	828
Red Box Project	£	-	£	523	Red Box Project	£	-	£	1,419
					Co-op Starter Packs	£	255	£	541
Crerar Trust	£	-	£	3,436	Crerar Trust	£	2,103	£	-
					Coalfields Generation Trust	£	-	£	771
Be Green (Community Windpower)	£	1,214	£	-	Be Green (Community Windpower)	£	1,214	£	-
Co-op Washbags	£	2,397	£	-	Co-op Washbags	£	1,522	£	260
Walk With Scott / Homestart	£	12,000	£	-	Walk With Scott / Homestart	£	12,000	£	-
TT Coronavirus	£	1,500	£	-	TT Coronavirus	£	1,500	£	-
Cora Foundation	£	2,000	£	-	Cora Foundation	£	2,000	£	-
Standard Life Aberdeen	£	10,000	£	-	Standard Life Aberdeen	£	538	£	-
ASDA Large Grant via Trussell Trust	£	16,100	£	-	ASDA Large Grant via Trussell Trus	£	12,749	£	-
									Note 3
					TOTAL EXPENDITURE	£	89,757	£	58,506
					Surplus / (Deficit)	£	125,324	£	4,403
TOTAL INCOME	£	215,081	£	62,909	Total Amount	£	215,081	£	62,909

Bank / Cash Balance as at 31/10/2020 £191,901

- Note 1 One-off amount received from the Ladies Scottish Open as their main beneficiary
 Note 2 Claim in 2018/19 was for a 21 month period and included an overpayment of £633.70. Claim made 09/20 for an 11 month period.
 Note 3 Part of the Director's salary is also covered by the ASDA Large Grant
 Note 4 Trussell Trust have agreed to waive their annual membership fee of £360 - due 11/2020.
 Note 5 Costs shown against Jingle Bags exceed specific gifts made as restricted funds to this project so the balance taken from the General Fund
 Note 6 Covers payroll from SCVO and HR / legal advice from Law At Work
 Note 7 Figures shown in Restricted Funds indicate invoice purchases but exclude staff charges which are included in salaries (unless specifically costed)


 Mark Singleton
 09/11/2020
 Treasurer

AUDIT CERTIFICATION

I have examined the financial records of East Lothian Foodbank along with the appropriate vouchers and receipts for the year ending 31st October 2020 and do hereby certify that these accounts represent a true and fair picture of the transactions of East Lothian Foodbank over the stated year.

Signed by  Date 19/11/2020

JAMES S RAITT DL,FRICS
 St Anne
 32 Carberry Road
 Inveresk
 Musselburgh
 East Lothian EH21 8PR

OUR STRUCTURE, GOVERNANCE AND MANAGEMENT

Our Employees – We employed four staff during the year although due to circumstance we very rarely had a full complement of staff at any one time. Our thanks go to all of these for their hard work and efforts during this difficult year and would like to wish Peter and Paul all the best for the future after they left us. Due to the nature of our work all employees are on short-term contracts of up to 12 months at a time. The trustees are actively working towards recruiting new staff to replace those that have left. We hope these will be in post by the end of Q1 2021.

Candace Higgins – Foodbank Director. Joined 20 January 2020.

Lucy Daniels – Communications & Outreach Manager

Peter Dicker – Foodbank Manager. Left 14 August 2020

Paul Chapple – Relief Client Service Administrator. Left 30 April 2020

Our Volunteers – Due to the Covid-19 restrictions we have had to have reduced numbers in the warehouse for the second half of the year. Even so our volunteers have donated over 3,000 hours of their time to the warehouse, which does not include the unknown hours and miles for collecting food, delivering parcels and in-store fund raising. We are unable to thank you all by name, but we would like to once again say a huge thank you to all those who have volunteered their time, energy and enthusiasm covering all manner of jobs with good grace and humour from cleaning, collecting food, delivering parcels, sorting, packing, labelling (and anything else that they are asked to do). We couldn't do it without you. We would also like to take this opportunity to acknowledge the support from East Lothian Community Wardens, who have been, and continue to be an immense help to us.

Our Trustees – Our constitution allows for a board of nine trustees. The Board continues to meet at least monthly, but with these unusual times at the moment regularly more often than that.

Rev Elizabeth O’Ryan – Chair. Joined 29 January 2020

Rae Good – Secretary. Joined 29 January 2020

Mark Singleton – Treasurer

Joan Mann

Penny Morriss

Carly Pryde

David Raw – Ex Chair. Stepped down 29 January 2020

Liz Kilpatrick – Ex Secretary. Stepped down 29 January 2020

James Raitt – Ex Treasurer. Stepped down 29 January 2020

We would like to thank David, Liz and Jim for their hard work, professionalism and dedication in previous years.

With six trustees at the moment we have been actively looking to recruit additional trustees and look forward to introducing you to our new trustees at the AGM..

The work of the foodbank would not be possible without the input and support from all our partners, funders and supporters. We are unable to name them all individually but please be assured that we are hugely grateful for their help, funding and support.

LOOKING FORWARD – OUR STRATEGY

Our Mission: The prevention and relief of poverty in East Lothian through the provision of emergency food, signposting services and ‘More Than Food’ projects, working with service users and in partnership with our stakeholders

Our Vision 2021 – 2024: We will deliver our mission by

1. Providing a GOLD STANDARD crisis food service, recognised as an exemplar food bank service, which is accessible to anyone in need living in East Lothian
2. Supporting our service users, and others experiencing food poverty, to access information, guidance, and referrals to services, with the aim of helping address causes of food poverty longer term
3. Improving access to and enjoyment of good quality food, including fresh food, for service users and others experiencing food poverty
4. Advocating for our service users and others experiencing food poverty locally and nationally– through our partnership with the Trussell Trust, and by taking a lead locally as a voice for those experiencing or in danger of experiencing food poverty and the causes of food poverty
5. Identifying unmet need in relation to food poverty and the root causes of food poverty for residents of East Lothian, and developing and delivering creative, effective, and sustainable additional services in response
6. Building strong partnerships with agencies and organisations across East Lothian tackling food poverty and the causes of food poverty, and taking a lead to coordinate and support effective local responses

Our Values: Our values underpin everything that we do, and are upheld by Trustees, Staff and Volunteers

- **Passionate** about helping others and tackling inequality
- **Compassionate** – showing respect, kindness, and care without judgment, prioritising the dignity of all
- **Accountable** – committed to fulfilling our promises, ensuring confidentiality, and maintaining professionalism

- **Innovative** – cultivating new ideas, listening, and identifying what the community needs/wants
- **Empowering** – having a positive impact on our community & engendering change

Our Strategic Objectives 2021 - 2024

1 - Gold Standard Crisis Food Service

- Our crisis service is responsive and emergency food parcels are provided within 24 hours of referral/request being received, and we monitor time taken to fulfil requests as a measure of success
- Our service users and referrers can access emergency food parcels during holidays and at other times when the Foodbank is closed
- We have a reliable supply of core emergency food items and other essentials at all times, through donation and by other means, and we can respond to all requests even at times of high demand
- We have a clear understanding of need for our crisis service and have increased access to this service for those we are currently not engaging across the county – either directly; via referral agencies; or by supporting more local community partners through the provision of food and essential items for more local distribution
- Fresh food provision for all service users is set on a sustainable footing, through generating additional sustainable funding for fresh food and working with suppliers to access reliable supplies of fresh food for crisis service users and others
- We monitor our service with service users, referral agents, and other partners to understand and evidence the quality of our crisis service

2 – Support long term change for people living in poverty through ‘More Than Food’ projects

- We have identified opportunities to reduce demand on our crisis service and have developed, achieved funding for and delivered interventions that contribute to the drivers of food poverty
- We have mapped and collated information on services and local projects of value to service users, and be able to provide accurate information on services and projects in an accessible format to service users, referral partners, and others as required
- Our staff and volunteers are aware of other services and projects, and we have put in place effective signposting protocols for staff and volunteers to use
- We have in place formal referral processes with services and local partners where appropriate and we are making connections for service users and partners whenever we can

3 – Advocacy for change

- We act to raise awareness in our communities about food poverty and its causes
- We take a lead on food poverty issues by participating in local and national policy consultation, contributing to local strategy development and by contributing to the ongoing campaign and influencing work of the Trussell Trust

4 – Strong and sustainable organisation

- **Good governance** - Our Board is experienced and knowledgeable and has the skills required to govern and grow an essential service during challenging times. We have in place a Strategy and Business Plan for the organisation, supported by strong governance processes and procedures and we work closely and openly with our staff, volunteers and members to deliver our strategy.
- **staff and volunteers** - We have the right staff in the right roles, our staff and volunteers are well supported, and everyone is able to contribute and their contributions valued
- **Income, funding, sustainability** - The organisation is financially stable and sustainable for the long term. We have in place clear plans both for raising income and for ensuring we allocate donated funds where they can make the most impact.
- **Facility and operations** – Our facility meets the needs of our staff, volunteers and clients and we are equipped to deliver a Gold Standard crisis service and impactful additional services

MEMBERSHIP

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 take decisions on changes to the constitution and make decisions about winding up the charity. No membership fee 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 responsibly.

If you would like to become a member of the foodbank, as an individual or as a representative of your organisation, then please email Rae Goode at:

secretary@eastlothian.foodbank.org.uk.

We will confirm your membership after the subsequent board meeting.

This Annual Report was approved by the trustees and the original was signed on their behalf by the Chair on 26 January 2021.