



ANNUAL REPORT

NOVEMBER 2021
TO
OCTOBER 2022

VIEW FROM OUR CHAIR



As we begin a new year for East Lothian Foodbank we cannot but be aware of the difficulties and challenges which so many face in our communities and county. The cost of living crisis is indeed a devastating crisis; one which has terrible effects and has seen referrals to the Foodbank soar in recent months. The strikes which are gathering momentum at this time are also not only affecting the income of local families but also adding to the general anxiety in our neighbourhoods. And the effect of the pandemic, I believe, is only really beginning to bite hard.

In amidst of this political and economic uncertainty the staff and volunteers of East Lothian Foodbank have, over the past twelve months, risen to every challenge that has come their way, displayed wonderful commitment to their roles and their work has made a crucial difference to hundreds of people in need in our communities. It was fitting and a great joy that East Lothian Foodbank Volunteers won a Recognition Award for their work over the past year. I wish to convey my heartfelt thanks to every single person who has volunteered and worked so hard this past year. Without them many, many more children and adults would have gone to bed hungry, carrying an even greater burden. Thank you, volunteers. Thank you, staff. Thank you, Trustees.

This year has been another year of change within East Lothian Foodbank itself. We have said goodbye to Andrew Canelli as Operations Co-Ordinator and Penny Morris, Justine Meldrum and Simon Glover as Trustees. I thank all of them for their work and commitment to the Foodbank and wish them well for the future. We also remember John Band, volunteer, who unexpectedly died during the year and remember him with affection.

However, we have also welcomed Lisa McCart into a new role as Volunteer Co-ordinator, Dakota Jones as Referral Co-ordinator and Seonaid Stewart as Financial Inclusion Officer. Lucy Daniel's role is also changing to Community Participation and Campaigns Lead and we look forward to Lucy's continued hard work and contribution in this role. On the Board of Trustees we welcomed Peter Meiklejohn and have already valued his input and wisdom for the past few months. As I write we await the start of four new Trustees: Ann Allison, Joanna Burns, Dan Paris and Lesley McVinish following a most successful advertisement for Board members. This will bring our Trustees to its maximum of 9 members, and we all look forward to working together contributing our own particular strengths and gifts to support the running of the Foodbank.

Financially, the Foodbank continues in a very healthy situation; and I would like to give thanks to the very many, often nameless, generous people who give their hard-earned money to support our work. Again, without their generosity we could not do what we do. Although our bank balance is looking healthy we are expecting to need these reserves in the coming year to meet the anticipated increase in demand which lies ahead. Based on current demand and our associated forecasts it is predicted that next year this may increase by a further £100,000pa.

Amidst the concerns of the increase in demand for food there is also a practical situation which the Board has had to face. The premises in Tranent are now being stretched to their limit, with an ever growing call for more floor space in the warehouse and very little office space for the paid staff and volunteers. To this end the Trustees have spent a great deal of time and energy researching and preparing a Business Case for the proposal to move to new premises and are currently researching potential premises. Such a change can always create some anxiety as we all get used to new ways – but it has been planned solely in order to ensure we can continue to meet the needs within our community and support people across the county. We hope you will be able to support us in this move and continue to support our work in whatever way you can.

This AGM in January 2023 is the first of what will be two AGMs this year. It was felt that to have an AGM in January was not actually the best time for us, as it follows so quickly on the heels of the busiest time for the Foodbank team i.e. Christmas. To this end, we are in the process of moving our financial year to the springtime, so that we will be able to have our AGMs in May. So for this overlap year we will have a second, fuller AGM, which will be in person in May, and then it will follow every year from then on at that same time.

It continues to be a privilege and an honour to be Chair of East Lothian Foodbank, and to be part of what is a vital organisation for today's society. I cannot thank you all enough, for all you do, for the people you are, all your camaraderie and commitment. I look forward to working with you in the coming months. May this year be one where fairness and justice increase for all.

Rev Liz O'Ryan

Chair of East Lothian Foodbank

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

Our purpose is the prevention or relief of poverty in East Lothian

WHAT WE DO

We provide 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 do this by providing an inclusive, dignified and compassionate crisis food service, supporting long-term change for people living in poverty, advocating for change and ensuring we have a strong and sustainable organisation. Key activities to support this include:

- Collection of donations of food and non-food essentials for distribution to people in need
- Emergency food deliveries
- Partnership working with other East Lothian organisations working to alleviate poverty and hunger
- “More than food” initiatives like our financial inclusion programme.
- 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.

The Nourish Scotland Dignity principles underscore all our interactions with those needing our support and we do our best to ensure that each person we speak to feels nourished and supported; a sense of control; able to take part in community life; involved in decision-making; valued and able to contribute.

WHO WE HELP

We help any local person who is referred to us. We treat all service users 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 to cover the cost of essentials like food.

OUR MANAGER'S REPORT



This last year has been a challenging one for the foodbank as we continue to serve a community in crisis. Still recovering from covid we have hit a cost-of-living crisis that has seen inflation on food rise to almost 15%. People who have never needed to use our service before are turning to us for help and the demand for our service has reached levels never seen before.

In the UK a food parcel is issued every 13 seconds (TT ref) and in the last year we have supported 4508 households, an increase of 54% on the previous year.

Against this backdrop we have continued to provide emergency food to anyone who is referred to us. However, we would prefer to live in a society where people have enough money to buy their own essentials are not forced to rely on a foodbank to survive. In the past year we have started to look more at what else we can do to help tackle the underlying causes of poverty in our community. This involved working with our partners to come up with practical solutions to tackle poverty at a local level and to get involved in the conversations about how we can share good practice and influence outcomes at a national level too.

OUR YEAR IN FOCUS

NOVEMBER & DECEMBER 2021

Building on our SWOT analysis from our last financial year we prepared and submitted an in-depth Governance Healthcheck report to the Trussell Trust Quality Assurance team to audit the robustness and effectiveness of our foodbank governance. This focussed on 8 key areas ranging from “financial resilience” through to “employee management” and “vision and Strategy”.

After re-evaluating our commitment to support the overarching objective of the Trussell Trust to end the need for foodbanks in the UK, our Board signed up to a new Franchise Agreement and committed to working to address the underlying causes of foodbank use. This will impact our future direction.

December 2021 was the busiest December in foodbank history to date. We saw demand for our service increase by up to 40% on the same time in the previous year. We had no idea that this was a sign of tougher times to come.

Out of the dark times, our community partners moved us with their unwavering support of those facing hardship in our community by supporting another successful Jingle Bag campaign. Now in its 5th year, our Jingle Bags ensure all those coming to the foodbank for support also received a Christmas dinner in a bag alongside a standard food parcels, throughout the month of December.

JANUARY TO MARCH 2022

Lisa McCart joins the foodbank as our new Referrals Co-ordinator as Joanna Burns leaves to take on a new challenge abroad with Raleigh International

We joined local elected members and community stakeholders to come together at a Poverty Round Table event to consider how we can share our knowledge and work together to tackle poverty in East Lothian.

In addition, our foodbank is one of a small number invited to represent Scottish foodbanks on the Trussell Trust Strategic Consultation Group (Scotland). This is an opportunity to meet regularly with the Directors of the Trussell Trust including Chief Exec Emma Revie to offer our insight and help develop and test initiatives for the foodbank network at a national level.

In this quarter we see demand increase by 125% compared to the same time in 2021.

In order to maximise donation sources we sign up to the BanktheFood app and the ForCommonGood registry to provide different ways for supporters to identify and donate those items we are most in need of.

APRIL TO JUNE 2022

With low income remaining the predominant reason for using the foodbank and an awareness of local financial advice services being stretched to capacity we began to explore ways we could support our service users to find longer-term solutions to maximise their income. We design a project proposal where we work together, in partnership with Musselburgh CAB to support foodbank users with a priority Financial Inclusion service. We are delighted to secure funding from Trussell Trust to bring our project to life.

Our volunteer team is recognised as “Volunteer Team of the Year 2022” at the Inspiring Volunteer awards. Our volunteers are the heart of our foodbank and we couldn’t do what we do without their unwavering support. We are delighted that our volunteers are recognised for their service to supporting those experiencing food poverty across east Lothian.

With a growing volunteer team and a foodbank which is busier than ever we want to do more to upskill, support and diversify our volunteer team for the longer term and apply for additional funding from the Trussell Trust for a designated Volunteer Co-ordinator role within the foodbank.

As a key partner of the East Lothian Friendly Food Network we are delighted that the Charter is endorsed by East Lothian Council and highlights once again that by working in partnership we can build strong relationships and do more to address food inequalities and tackle issues that affect food insecurity and food poverty in East Lothian.

JULY 2022

Our dear friend, dedicated volunteer and passionate supporter John Band passes away. We miss his cheerful, kind and helpful manner and he is often in the thoughts of our team.

AUGUST TO OCTOBER 2022

October 2022 marks the ten year anniversary of the establishment of East Lothian Foodbank. This is not a cause for celebration as during this time the Foodbank has its busiest 3 months in its history: nearly 3000 people supported in 3 months, 37% of those are children. Low income remains the single biggest reason people need our support.

The cost of living emergency continues to impact everyone especially those on the lowest incomes as record levels of demand are also seen across the Trussell Trust network in Scotland. We recognise that whilst our service ensures children and families don’t go hungry in our community, the provision of emergency food in itself does not tackle the issues leading to poverty.

Our Financial Inclusion project launches and Seonaid Stewart joins our staff team as our new Financial Inclusion Officer. The demand for the project is high and with additional funding from CAB we are able to offer a Financial Inclusion service 5 days per week.

Our funding bid that allows us to appoint a designated Volunteer Co-ordinator role is successful.

As we continue to support partnerships that help contribute to a thriving community, we take on our first Foundation Apprentice. This is an opportunity to provide valuable work experience for a young person from a local school that will help them develop key business skills and insight and also lead to a recognised qualification.

We are also proud to support 2 young people undertaking the volunteering component of the Duke of Edinburgh Award. This has been a great opportunity for cross generational working for the

entire team as well as supporting the young people with valuable volunteering experience at the foodbank.

LOOKING FORWARD:

Sadly we don't expect demand for our service to diminish any time soon.

Our foodbank is at capacity as we struggle for enough space to deliver our service effectively at current levels despite our team working harder than ever to fulfil every request for support as quickly as possible.

I am excited that we have identified larger premises with more space to deliver and develop services in partnership with our stakeholders.

In addition to this, I'm excited that Lisa McCart was appointed the newly funded Volunteer Co-ordinator from January 2023. With a growing volunteer team and a foodbank which is busier than ever we want to do more to upskill, support and diversify our volunteer team for the longer term to support the work of the foodbank. Lisa is excited to work more closely with the volunteer team and looking forward to January.

To end the need for foodbanks we must work more closely with our service users and partner agencies to tackle the underlying causes of poverty that drive people through our doors. I am delighted therefore that with support from Trussell Trust funding, our Communications Manager, Lucy Daniels will be diversifying her role to become our new Community Participation and Campaigns Lead. This newly funded role will allow us to create the capacity needed to facilitate change in East Lothian that will ultimately reduce the demand for our foodbank. Lucy will work with the foodbank team alongside local stakeholders to develop a local influencing strategy to create specific and measurable change in our local communities.

I look forward to seeing what positive impact these changes bring in the year ahead.

Elaine Morrison

East Lothian Foodbank Manager

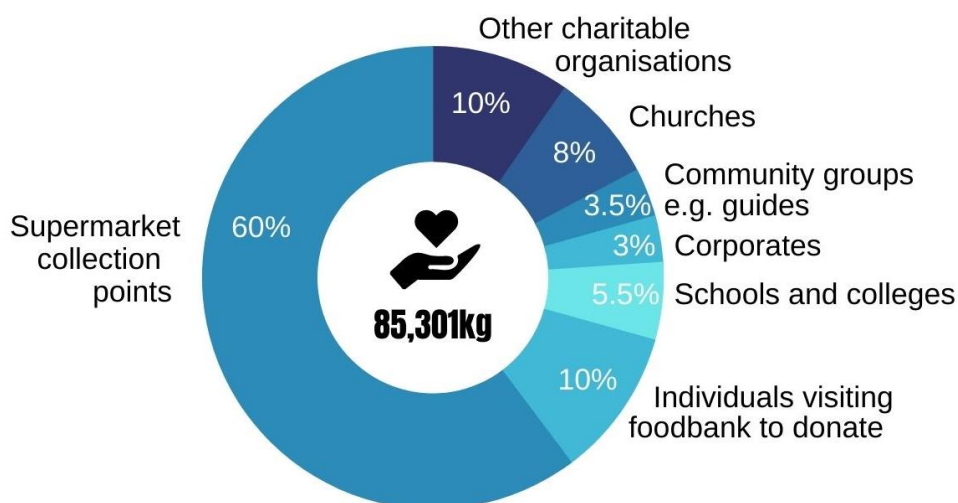
OUR WORK THIS YEAR

COLLECTION OF DONATIONS

The weight of donations (food and non-food essentials) from 1st November 2021 to 31st October 2022 totalled 85,301kg, a staggering amount.

Thank you to everybody who has donated food and non-food essentials, we are so very grateful to you all.

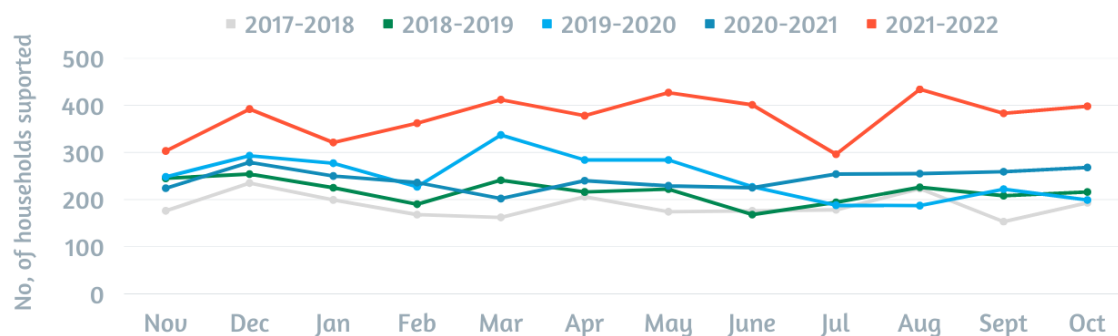
Donations came from across East Lothian from a wide variety of sources, and these have been broken down as per the chart below.



EMERGENCY FOOD DELIVERIES

2021-2022 has been the busiest year on record for East Lothian Foodbank. During this time we provided emergency food support to 4,508 households in East Lothian, on average 87 per week. (This includes multiple referrals to individual households.). We fed a total of 10,878 people, an increase of 54% compared to last year. Of those fed 38% (4155) were under the age of 16. We provide crisis care and each referral is urgent. Over 95% of food parcels are fulfilled on the day we receive them, thanks to our volunteers.

Emergency Food Parcels Provided



On a positive note the additional funding allocated to the Scottish Welfare Fund by East Lothian Council meant reduced referrals being received from SWF in September and October and we will be monitoring the impact of this “cash first” initiative as it is rolled out across other council departments over the winter months. The UK government’s Cost of Living Payment also had some positive impact on need for emergency food parcels with July seeing a dip in levels of need from previous months. This reduction gives some indication that, through increasing the income of people in receipt of working age benefits, the level of need for emergency food parcels was slightly reduced, with the payment providing temporary respite for some. However, following the dip in need seen in July 2022, we recorded our busiest ever August and September months.

We work in partnership with organisations across the county to provide a referral service. 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 service users. We received referrals from 117 different referral agencies during this time and these are broken down below.

Referral Partners



*Pennypit Community Development Trust **First contact East Lothian Foodbank, referral & signposting completed

***Volunteer Centre East Lothian

†For further information on who refers to us please contact the foodbank

East Lothian Council departments account for 30% of all referrals, and together with local CAB offices (21%) and NHS services (19%) account for 70% of all referrals received.

Referrals from Musselburgh CAB nearly doubled from last year rising from 400 to 774 referrals and accounting for 17% of all referrals this year making them our largest single source of referrals.

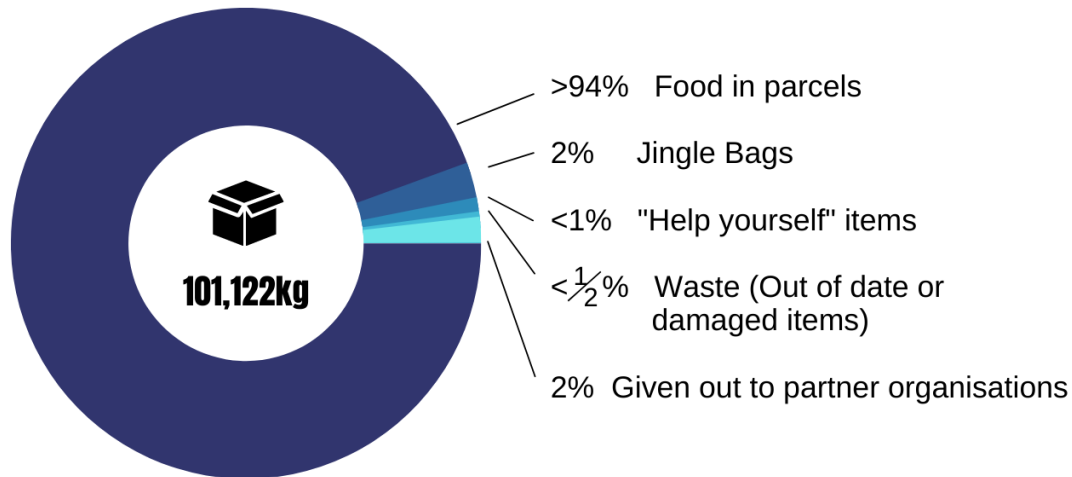
Reasons for Referral



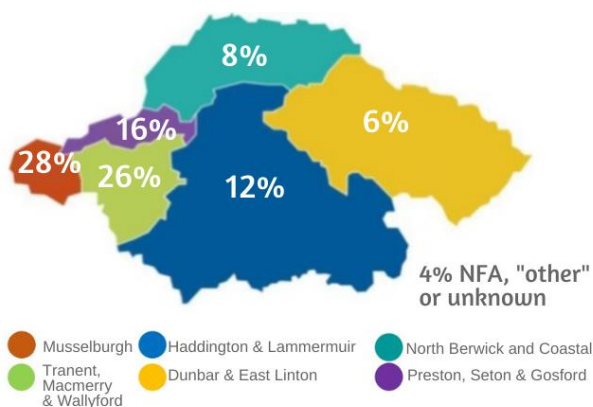
*Refused crisis grant **delayed wages, sickness/ill health, homelessness, domestic abuse, child holiday meals, other reason

The number of referrals due to low income rose by 80% compared to last year and now account for 63% of all referrals received up 9% from the same period last year. Other reasons are shown below.

We gave out a total of 101,122kgs (last year 76,087kg), a 33% increase. Of this amount 95,548kgs was direct to those who needed support.



Alongside the standard food parcels, we also gave out Jingle Bags, which are essentially a Christmas dinner in a bag. In December 2021, our Jingle Bags provided Christmas dinners for 798 people (460 adults and 333 children).



Where do our parcels go?

Referrals are received for recipients across the whole of East Lothian and the majority of parcels are delivered to our service users by our volunteer delivery drivers. With the support of our volunteers we deliver parcels anywhere in East Lothian.

This map shows the distribution of parcels by ward. Nearly ¾ of our parcels were delivered into the west of the county during this time.

FINANCIAL REVIEW

RESERVES POLICY

The bank balance at the 31 October 2022 amounts to £281,877 of which £71,606 is held in Restricted Funds. The level of reserves therefore held at the Year End 31 October 2022 amounts to £210,271. 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 £130,271 (compared to the start of year figure of £113,430).

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 2022 (and ignoring grants made to other organisations) our reserves target is £68,620. You can therefore see that we continue to hold significantly higher funds than our minimum target, which is why the Trustees continue to work 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 remain on a short-term six-month lease agreement with East Lothian Council. We have known for some time that the Council's future planning proposals for Tranent Town Centre show our current premises as earmarked at some stage for demolition. During the last couple of months we have been given warning by the council that we will need to vacate these premises within the next two years. At that time it is likely that a large part of the designated fund held with the Skipton Building Society may be called upon. 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 for both staff and volunteers so fulfilling Health and Safety requirements.

Demand for East Lothian Foodbank core services continues to grow with record figures being seen. We do not see this demand diminishing in the short term. We will therefore need our resources to see us through this.

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. On the whole we are finding that food donations from the public are holding up but we are having to buy in more items to meet the high demand now seen.

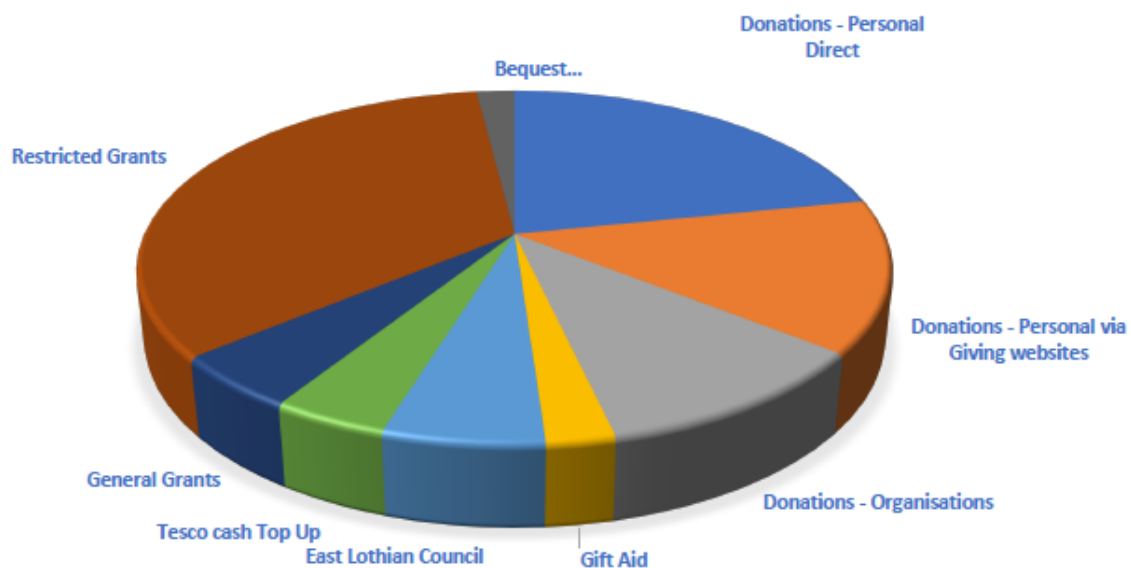
RECEIPTS

Total receipts for the year are £256,361. This is up by 63% from the previous year (£156,707). This is mainly due to significant grants being received that are restricted for particular activities or items. These totalled £87,281 and made up 34% of our total receipts.

We continue to be incredibly grateful to the public and businesses in East Lothian who have remained incredibly generous throughout the year. We would like to take this opportunity to thank everybody who has donated to us this year. Our total donations are up by £9,796 (9%) from the previous year (from £108,916 to £118,712). This makes up 46% of our total receipts and 70% of our unrestricted receipts (last year it was 78%).

Thanks to the hard work of all the foodbank staff the total grants (restricted and unrestricted) that we have successfully received totals £114,862. This compares with previous years of £37,770 and £64,412.

SOURCES OF RECEIPTS - TOTAL £256,361



PAYMENTS

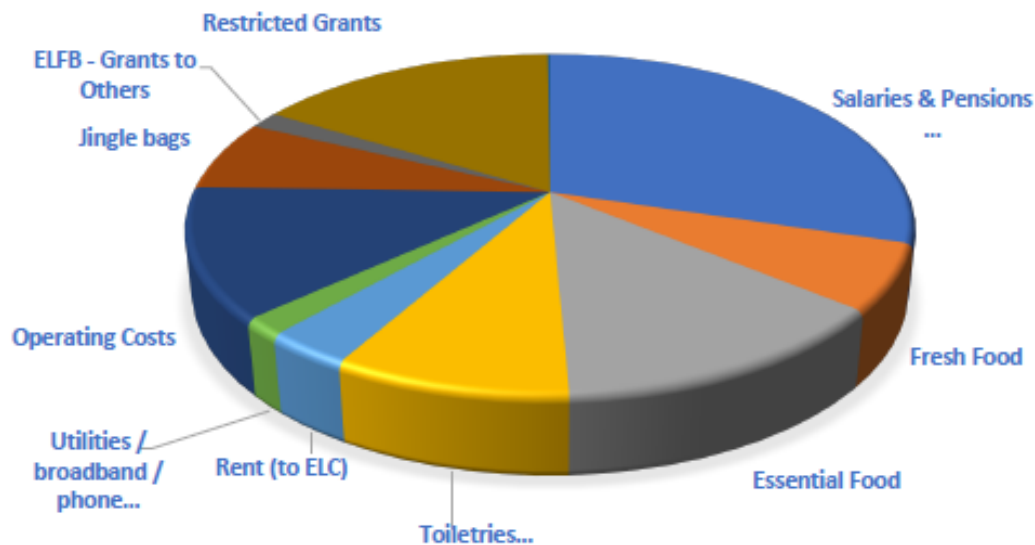
Total expenses for the year were £181,473 compared to last year £141,620, an increase of 28.1%. If we just look at general running costs, then these have increased from £97,577 to £137,240 (an increase of 41%). The main reasons for this are staff wages - £18,437 (reflecting wage rises but also the fact that we now need more staff than ever to maintain the service to our clients); food & toiletries - £13,859 (reflecting the increase in parcels we are distributing); volunteer expenses - £4,060 (we now have more volunteer drivers than ever and actively encourage them to claim their mileage).

Grant monies received were for various uses including purchasing fresh food, fruit, vegetables, toiletries and sanitary items to supplement our normal parcels; to cover wages (either in whole or part) for various roles within the Foodbank; and one joint grant to cover a Financial Inclusion role at Musselburgh CAB.

At our AGM in 2020 we announced the launch of our own grant process. This is part of our strategy to assist other local charities and organisations that are working to prevent or relieve poverty. Including Jingle Bags we received 4 applications from organisations (last year was 5). The total given out was £14,958 (previous year £23,296). Activities supported included distributing food hampers, food bags and setting up a Larder. In total they offered support to over 1,800 people across the county.

As mentioned earlier we are lucky to continue to have a surplus of reserves. We therefore intend to extend this grant for another year. If you know of any such groups who you think would benefit then please get them to contact the office, our Treasurer Mark Singleton at: treasurer@eastlothian.foodbank.org.uk, or see the details on our website.

HOW WE USE THE FUNDS - TOTAL £181,473



FINANCIAL YEAR END

At the moment our financial year end is 31 October meaning our annual report is completed between November and January in time for the AGM at the end of March. This coincides with our busiest time of the year in the foodbank. The trustees have therefore decided to ease this unnecessary pressure and move the financial year end to 31 March, with the AGM being held during May.

As a one-off this year we will hold two AGMs. The first is our usual AGM in January 2023 covering the 12 months to 31 October 2022, closely followed by another AGM in May 2023. This will cover a 17-month period from 1 November 2021 to 31 March 2023.

Thereafter, our next AGM will be in May 2024 covering the 12 months to 31 March 2024.

Mark Singleton

East Lothian Foodbank Treasurer

MEET THE FOODBANK TEAM (I.E. OUR STRUCTURE, GOVERNANCE AND MANAGEMENT)

OUR EMPLOYEES

Elaine Morrison	Foodbank Manager
Lucy Daniels	Communications and Outreach Manager
Lisa McCart	Referrals Co-ordinator (joined January 2022)
Seonaid Stewart	Financial Inclusion Officer (joined October 2022)
Joanna Burns	Referrals Co-ordinator (until February 2022)
Andrew Canelli	Operations Co-ordinator (until April 2022)

OUR VOLUNTEERS

We currently have 52 regular volunteers. After restricting numbers due to our covid rules it was exciting to finally welcome new volunteers this year – 25 of them! We also wished 3 volunteers good luck as they left to pursue other interests and sadly, we also said good bye to one of our volunteers, John Band, who passed away in July. John volunteered with us for many years in many different capacities and whether he was delivering parcels, sorting food, manning our donation points or building our shelves he always had a ready smile for everyone, and we all still miss him.

Although we are unable to thank you all by name we would like to once again say a huge thank you to all those who have volunteered your time, energy and enthusiasm. You've taken on all tasks with good grace and humour from cleaning, warehouse re-arranging, donation collecting, parcel delivering, sorting, packing, labelling (and anything else that we asked you 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 invaluable part of our support team, thank you.

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

OUR TRUSTEES

Our constitution allows for a board of nine trustees. The Board meets monthly, applying good governance to support and direct our team to fulfil the aims of the foodbank.

Rev Elizabeth O'Ryan – Chair

Rae Good – Secretary

Mark Singleton – Treasurer

Simon Glover (stepped down December 2022)

Nathan Goode

Peter Meiklejohn (joined August 2022)

Justine Meldrum (stepped down October 2022)

Penny Morriss (stepped down November 2022)

We would like to thank Justine, Penny and Simon for their hard work, professionalism and dedication whilst on our board of trustees. We also look forward to getting to know our new trustees and bringing their skills and experience to the fore for the benefit of the foodbank.

OUR THANKS GO TO...

The work of the foodbank would not be possible without the input and support from all our partners, funders, donors, 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.

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. All volunteers (defined as anyone who has completed the application process to be a volunteer) are automatically members unless they specifically withdraw from membership. 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 (E.A. O'Ryan) on Thursday 27th January 2023.

STATEMENT OF ACCOUNTS FOR YEAR ENDING 31ST OCTOBER 2022

14761 HPIBIBI March 12 - 1 November 2021 to 31 October 2022

Bank / Cash Balance as at 31/10/2022	£251,877
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Note 1	Part of the Director's salary is also covered by the ASDA Large Grant.
Note 2	Job adverts.
Note 3	Covers payroll from SCVO and HR / legal advice from Law At Work.
Note 4	To cover a future event for volunteers
Note 5	Cost of a Financial Inclusion salary. Also covers a salary at Musselburgh CAB
Note 6	Salary costs for a Commis & Outreach role
Note 7	Emergency Grant to cover cold weather essentials and food

Signed:

Mark Singleton
11/11/202

LEASURES

ALUMINUM FLUORIDE KATALYZER

I have examined the financial records of East Lothian Foodbank along with the appropriate vouchers and receipts for the year ending 31 October 2022 and do hereby certify that these accounts represent a true and fair picture of the transactions over the stated year

Sigmond

James S. Raftis, DLFRIES

Examiner