



# **EAST LOTHIAN FOODBANK**

## **ANNUAL REPORT**

**NOVEMBER 2021 - MARCH 2023**

“

To

*All The Wonderful Angels at the Foodbank,*

*Just to remind you of the sincerity of our appreciation in all that you do for us. You have kept our spirits high in the darkest of times.*

*Our children have full bellies when they visit, warmth from hot chocolates and your vodafone sim lets us stay in touch as a family.*

*You kept us smiling and going, our many thanks always to you all.*

*You will always be in our prayers*

*XXXX*

”

A letter given to us from a family we support

## A NOTE FROM OUR CHAIR

It is quite unusual to have to write a second AGM report in the one year, but this year it has proved necessary. Previous to this year we have always had our AGMs in January following our end of year accounts, which has meant that all the consequent preparation has had to happen over Christmas, which

is the Foodbank's notoriously busiest time. In order to alleviate some of the pressures of this bottleneck it was decided to move our financial end of year and allow our AGM to be moved to the middle of the year. Hence this year, we have now had 2 AGMs - but next year we will continue as usual with one in May/June. I thank you all for your support for this second AGM and for your patience as we move the timing of the finances.

As I write this report the Foodbank has once again experienced its busiest month - of which I am sure Elaine will give more details later in this report. It is thanks to the dedication of staff and volunteers alike that many people every month and every day receive vital food parcels. The need for such provision is still shocking to us all, but I give thanks to those who give of their time and effort to help others. I would also like to thank all those who donate food or cash on a regular or even infrequent basis. Every little thoughtful offering indeed does help, and we could not do any of the work we do without your quiet but reliable help. Thank you, everyone, for all you do.

I also give thanks for the time freely given and the commitment of the Trustees of the Foodbank. Being a member of the Board carries responsibility and demands rigorous attention to governance. We now have a Board with a breadth of experience and skill and I am sure they will continue to oversee the Foodbank's work with confidence and proficiency.

In my last report I mentioned the need for the Foodbank to find more premises because of lack of space and increasing demand. At the time we were looking at commercial properties, even though it was looking like the costs were very high. In the end, as a Board, we decided to park this avenue of exploration for the time being and to try to think more creatively about the challenges of space and cost and acquiring new premises. As yet a definitive solution has not been found - but we are exploring different possibilities. As soon as a practical option is found I am sure we will share it with the staff and volunteers alike to gain feedback and responses. Again, I would like to thank the volunteers in particular for their patience in working under, what are now, very difficult circumstances.

It has been a privilege and honour to be Chair of East Lothian Foodbank especially during these past few years of such change. After serving for almost three and a half years, I now feel it is time to step down from this role and make way for another to take over the reins. This AGM will be my last meeting. As yet the Foodbank does not have a replacement Chair, but adverts have been placed and I am sure the position will be filled very soon. I wish the Foodbank well for its future endeavours and pray for the days when our service will no longer be needed and all in our country will be fed. With heartfelt thanks to each and every one of you.

Rev Liz O'Ryan  
Chair of East Lothian Foodbank



## FOODBANK IN FOCUS

### NOV '21

By signing our new franchise agreement we commit to working alongside the Trussell Trust to address the underlying causes of foodbank use as well as providing emergency food support.

### DEC '21

961 people supported as we experience the busiest December in foodbank history.

**DEMAND FOR  
SUPPORT RISES  
BY 40%  
COMPARED TO  
PREVIOUS YEAR**

### JAN '22

We join local elected members & community stakeholders at a Poverty Round table to consider how we can work together to tackle poverty in East Lothian.

### FEB '22

The need in our community continues to grow.

**54% INCREASE  
IN DEMAND  
COMPARED TO  
FEB '21**

### MAR '22

We are one of a small number of foodbanks invited to represent Scotland on the Trussell Trust Strategic Consultation Group (Scotland) to offer our insight to the foodbank network at a national level.

**FIRST TIME WE  
SUPPORT OVER  
1000 PEOPLE IN  
A MONTH**

Demand for our support in quarter increased by 125% compared to same time in 2021.

### APR '22

Plans in place to develop a fast-track Money Advice service specifically for foodbank users in partnership with MCAB, supported by funding from Trussell Trust.



### MAY '22



East Lothian Friendly Food Charter endorsed by East Lothian Council recognising that working in partnership with a strong network we can do more to address food inequality in East Lothian.

### JUN '22

Our amazing team of foodbank volunteers is recognised as Volunteer Team of the Year at Inspiring Volunteer Awards.



### JUL '22



Our dedicated volunteer and founding member of the foodbank, John Band, passes away. Our entire team misses his kind and helpful manner, and he is often in our thoughts.



**AUG '22**

August marks the start of the busiest 3 months in foodbank history.

**SEPT '22**

Our 1 year anniversary as a real Living Wage Employer. Now one of 2700 accredited Real Living Wage Employers in Scotland helping to loosen the grip of in work poverty.

**OCT '22**

10-year anniversary of the founding of East Lothian Foodbank.

**200%  
INCREASE IN  
DEMAND OVER  
10 YEARS**



Launch of our money advice service in partnership with Musselburgh CAB. Seonaid Stewart joins our staff team as our new Financial Inclusion Officer to lead on this project.

As we commit to developing and diversifying our volunteer team 2 Duke of Edinburgh Volunteers and a Foundation Apprentice join our team.

**NOV '22**

Dip in demand coincides with *Cost of Living* payment and extension of Scottish Child Payment to older children. Similar dip seen across our network indicating that when people have sufficient income they don't need to turn to a foodbank.

**FIRST TIME IN 5  
YEARS WE SEE A  
DIP IN DEMAND  
AT THIS TIME OF  
YEAR**

**DEC '22**

£10k of financial gains secured by our Money Advice service its first 3 months of operation.



**51% INCREASE  
IN HOUSEHOLDS  
IN NEED OF  
SUPPORT  
COMPARED TO  
DEC '21**

Dec '22 becomes busiest Dec on record. Over 12,000 meals sent out feeding 1343 people, including 507 children.

661 Jingle bags sent out with Christmas dinner for 647 adults and 429 children.

**JAN '23**

We become a Fuelbank Foundation partner.

**OVER 3/4 OF  
HOUSEHOLDS NEEDING  
OUR SUPPORT GIVE  
"LOW INCOME"  
AS THE REASON**

Lisa takes on role of Volunteer Co-ordinator and will focus on supporting, developing and diversifying our volunteer team.

**FEB '23**

6 month employment opportunity created in partnership with East Lothian Works working towards the East Lothian Council Poverty Plan objective of ensuring local residents are working and free from in work poverty.

Lucy takes on role of Community Participation and Campaigns Lead and will develop a strategy to create specific change in our communities that will end the need for our foodbank.

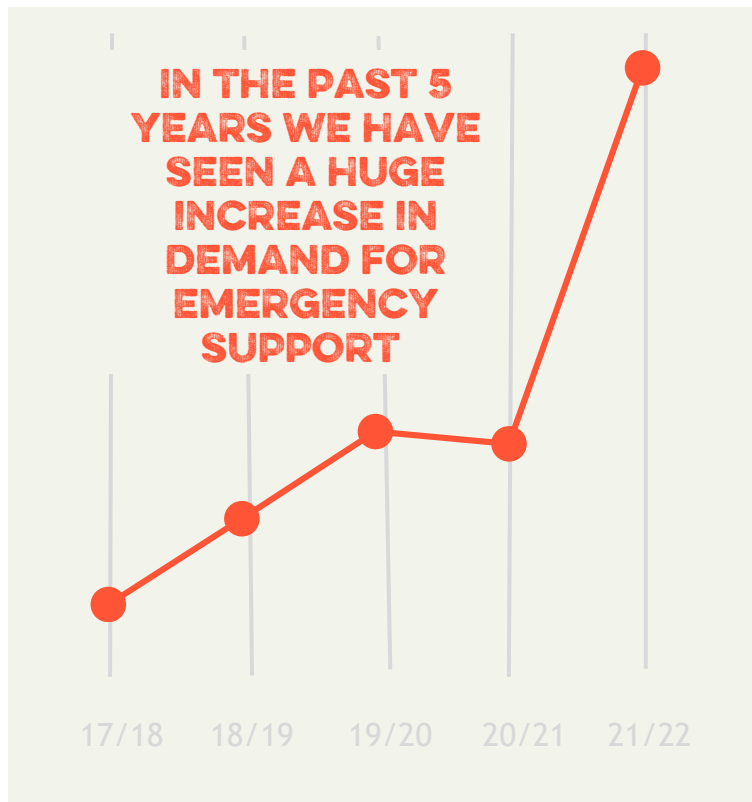
**MAR '23**

Our Money Advice service reports £59k in financial gains for our service users.

**HIGHEST LEVELS  
OF DEMAND  
EVER RECORDED  
IN HISTORY OF  
FOODBANK**

## OUR "ESSENTIALS" SUPPORT

This has been our busiest period on record



Based on demand in the 5 months from November 2022 to March 2023 we've not seen any reduction in the need for our services and sadly do not anticipate this changing in the coming months.

During the 17 months of report



We worked with **135** referral partners to support people facing hardship with emergency support



**6980** households referred



**16,746** people supported



**6236** children supported



**150,876** meals provided



**160,580KG** emergency essentials supplied

Behind each of these statistics is an individual or family facing hunger and financial hardship

## GOING BEYOND THE ESSENTIALS

The end of 2021 and start of 2022 brought another crisis to our community with the costs of essentials and fuel dramatically rising. Low income continued to be the primary reason for support requests and demand continued to grow. We wanted to go beyond our essential emergency support and try to ease some of the pressure on our community, here are some of the ways we did this.

### FUEL BANK

As the cost of household energy bills continued to rise we

became a partner of Fuelbank to support those using our foodbank who are also experiencing fuel poverty. Since January 2023 when our training was completed we've helped **59 HOUSEHOLDS** to access support.



### SUMMER RECIPES

School holidays can put further strain on family finances.

Over **200 SUMMER RECIPE BAGS** were given out at the foodbank and through partners. Each recipe featured easy instructions, fed 4 people, and used canned or dry ingredients. Chicken and mushroom curry was the favourite!



### JINGLE BAGS

Not everyone looks forward to Christmas and December 2021 and 2022 saw us reach levels of demand which we had never seen before

During this time we gave out more "Jingle Bags" than ever before providing Christmas dinner for 1,874 people, including 767 children.

Thanks to everyone who supported us by donating to our Jingle Bag appeal and a special shout out to local primary schools and *Clark Community Choir* for singing our Jingle Bag jingle, and local charity *A Gift from Kieran*, for once again donating bags of satsumas and apples.

**316  
JINGLE  
BAGS**



2021

**661  
JINGLE  
BAGS**



2022

## OUR MONEY ADVICE SERVICE

Spring  
2022

Fast-track Financial Inclusion (FI) funding announced by the Trussell Trust

May  
2022

Application submitted based on a partnership approach with Musselburgh CAB (MCAB)

June  
2022

£96k funding awarded for 2 years, 4 days per week. MCAB offers further funding to extend service to 5 days per week.

Sept  
2022

Signing of Service Level Agreement committing to our partnership approach to provide a quality accredited advice service.

Oct  
2022

Project launches supported by 1 x FI Officer (part time) at ELFB and 1 x Advice worker based at MCAB

Mar  
2023

As the project gains momentum, additional funding is confirmed to extend project to 3 years

When Trussell Trust announced an opportunity to apply for fast-track funding to set up a money advice service, to support service users to maximise their income and move on from their reliance on our existing emergency food service, we jumped at the chance. Getting money into the pockets of our service users promotes dignity and choice and hopefully reduces demand for the foodbank in the longer term.

### OUR MONEY ADVICE TEAM



#### SEONAIID STEWART

Financial Inclusion Officer based in the foodbank. Seonaid works closely with MCAB & other referral partners to ensure support reaches those in greatest need.



#### SHEILA MCEWAN

Foodbank Support Advisor, Musselburgh CAB. Sheila provides a comprehensive, holistic money advice service focusing on helping clients to maximise income e.g. through supporting applications for increased or additional benefits and grants, managing debt as effectively as possible, providing support for budgeting and making referrals to other support agencies.

A key focus for the project has been identifying those who would most benefit from support as demand for the service significantly outstrips the resource available. We undertook a phased approach to this.

### PHASE 1 COMPLETE

Everyone made aware of the service and uptake highlighted that demand for the service was even higher than we had anticipated.

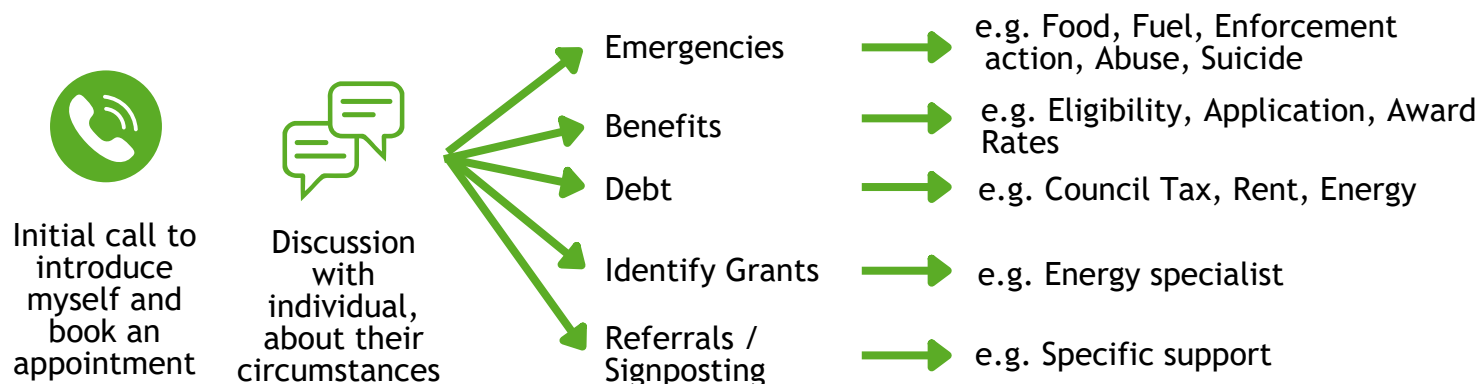
### PHASE 2 COMPLETE

Identified the people most frequently supported by us and contacted them individually to make them aware of the service and refer them for money advice support.

### PHASE 3 ONGOING

Pensioners and families identified as key target groups and individuals within these groups contacted with information on service and offered support. Also working with our partner organisations to identify those within these groups who would most benefit from support.

## What happens once we refer someone?



Case work will vary from individual to individual but may include: face-to-face meetings to fill in forms, support during applications and changes to circumstances, sourcing paperwork in support of applications, and referrals to other agencies.



In the first 6 months of the money advice service:



**106**  
people supported

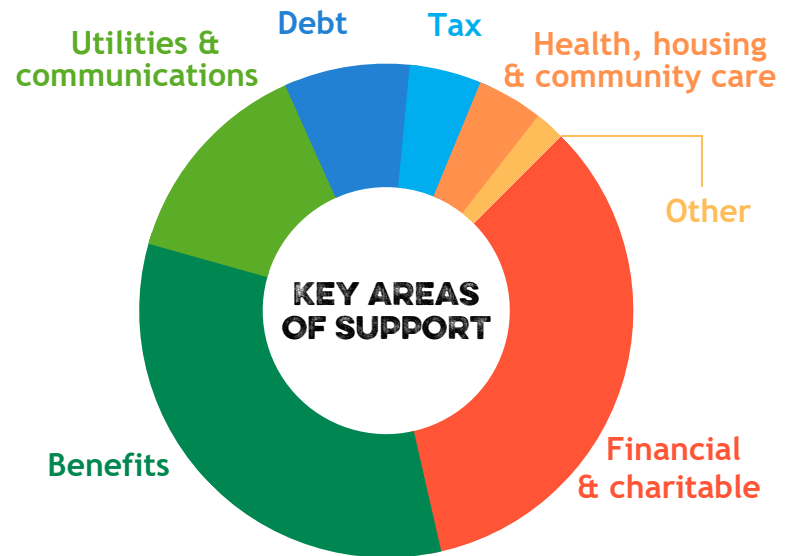


**£57,930**  
financial gains

### MONEY ADVICE IN ACTION

*£430 awarded  
£130 paid direct to the  
supplier and the other £300 is  
in cash out vouchers*

**"I'M NOW ABLE TO BUY  
FOOD AND PUT MY  
HEATING ON"**



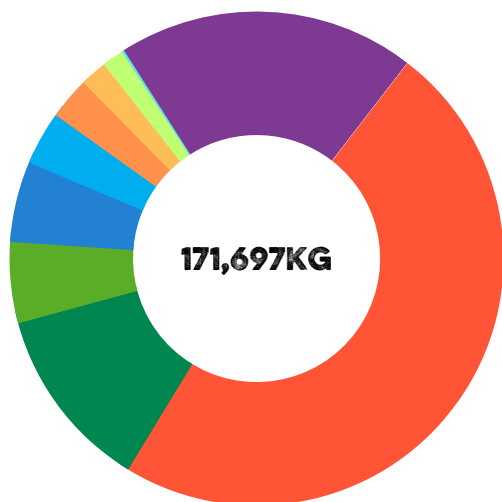
As well as helping individuals directly the project has also given us insights into some of the issues facing people in East Lothian who need our support.

It has highlighted, for example, the very close link between health and poverty - almost all the people frequently using the foodbank have a physical or mental health condition or both. It has confirmed the significant negative impact of the increases in cost of living and energy on levels of poverty in East Lothian and also the positive impact of cash first approaches such as the cost of living payments.

Going forward we will be using these insights and project data to further develop the money advice service and inform our community participation and campaign work, which will build partnerships around targeted local and national campaigns, to reduce levels of poverty in East Lothian.

## WHERE DO OUR ESSENTIAL SUPPLIES COME FROM?

Donations came from across East Lothian from a wide variety of sources



- Donations via supermarket collection points 82,830kg
- Individuals visiting foodbank to donate 20,739kg
- Donations from churches 9,104kg
- Other charitable organisations, 9,489kg
- Donations from schools and colleges 6,051kg
- Community group donations 4,738kg
- Donations from other foodbanks 3,020kg
- Corporate donations 2,449kg
- Other bulk food distributors 2,753kg
- Purchased by foodbank 33,443kg



**138,254KG**

donated - a staggeringly generous amount of essentials

**80%**

This accounted for 80% of our essential stock



**33,443KG**

purchased

**20%**

Due to the increase in demand for support, for the first time purchases rose to record levels making up 20% of our total stock

**THANK YOU TO EVERYONE WHO HAS DONATED ESSENTIAL FOOD AND TOILETRIES, WE ARE SO VERY GRATEFUL TO YOU ALL**







## Hundreds of 'meals' donated to foodbank by churchgoers

MEMBERS of Tranent Parish Church collected 209kg of food donations for East Lothian Foodbank at their annual Harvest Thanksgiving service on Sunday, October 9. The Rev Katherine Taylor, church minister at Tranent Parish Church, said: "We asked people to bring along some donations to the service if they could like tinned fruit, beans and other foods which we donated to East Lothian Foodbank. We got a really good response which was really nice."

"The aim of the Thanksgiving service is to say thank you to God for the food he has provided us with and this year we wanted to make a donation to the foodbank because we know they are struggling at the moment."

"After the service we all enjoyed some soup and bread together as part of our Thanksgiving which was lovely."

The weight of the donated food was the equivalent of 465 meals. The church hopes to hold a similar collection during the Advent period at Christmas.

Elaine Morrison, manager at East Lothian Foodbank, thanked the church and said that the generosity of the public was key to keeping the foodbank running.

She said: "We're always grateful to anyone who can donate to us when they can."

"We've noticed that this year people seem to be taking more notice of us and are donating more to us which is really helpful."

## Musselburgh Racecourse @MusselburghRace · Nov 6, 2022

Thank you to everyone who joined us for the #MusselburghFireworks 2022 #community event & who donated funds to @EL\_Foodbank - your donation will really help. A huge thank you to the Musselburgh Common Good & to everyone involved who helped make it a truly memorable night.



We would like to give a big 'Thank you' to St Andrew Blackadder Church for their generous donations of x90 Easter Eggs 🐣



## FRESH PRODUCE FROM TRUE ROOTS

View insights

👍👍👍  
Liked by huythorburn and 10 others  
August 9, 2022

Add a comment...



## bank @EL\_Foodbank · Dec 19, 2022

#thanks to our friends @ClarkComChoir who have been out & about singing our jingle bag song to spread the word about our christmas dinner in a bag campaign! [youtube.com/watch?v=M2ekDr...](https://www.youtube.com/watch?v=M2ekDr...) There's still time to donate to our jingle bags! [bit.ly/ELFJinglebags](https://bit.ly/ELFJinglebags) 🐣

@TrussellScott



east lothian foodbank  
East Lothian Foodbank

east lothian foodbank We would like to say a MASSIVE thank you to @trussellscott for another donation of fresh produce direct from their market garden right here in East Lothian. We love adding these extra items of fresh veg to our food parcels. Thankyou guys! #Thankyou #togetherwecanmakeadifference #communityspirit  
42w

## Winton Gardens Open Day

Winton Castle  
Pencaltland, East Lothian, EH34 5AT

Sun 26th March  
12 - 4.30 pm

- For garden lovers & families
- Gardens open for Scotland's Gardens
- Guided garden & Castle tours
- Visit Cafe Winton or picnic

- Alpacas & garden crafts
- Easter egg hunt & obstacle course
- Archery & axe throwing

Funds for:  
East Lothian Foodbank  
Scotland's GARDENS Scheme  
Open for 100 years

Parish of Tranent  
21 December 2022 · 4h

Our Christmas service this year is on Friday evening (23rd) from 8pm at Tranent Parish. Everything you need to make the Christmas will be there for you when you arrive - so all you need to do is turn up!



East Lothian Foodbank  
21 December 2022 · 4h

At all of our Christmas services this weekend there will be an opportunity to make cash donations for East Lothian Foodbank. If you are able, please give generously. Look forward to seeing you on Friday.

"I think quite often there is a stigma about people who use food banks that is inaccurate. "We are seeing families who are working very hard, but still can't afford to feed everyone at home. "I think the way things are at the moment is challenging that stigma and showing that we all might need help at some point. "It's not one group in particular that can make the difference it's everyone that donates or even helps raise awareness of us."

East Lothian Foodbank, 2 Civic Square, Tranent, East Lothian, EH33 5LH  
t: 01875 699 227 or 01875 538 827 | e: [info@eastlothian-foodbank.org.uk](mailto:info@eastlothian-foodbank.org.uk) | w: [www.eastlothian-foodbank.org.uk](http://www.eastlothian-foodbank.org.uk)  
or find us on [Facebook](https://www.facebook.com/eastlothianfoodbank) [Instagram](https://www.instagram.com/eastlothianfoodbank) [YouTube](https://www.youtube.com/eastlothianfoodbank)

East Lothian Foodbank  
21 December 2022 · 4h

Huge thanks to everyone at 1st North Berwick Scout Group for their jingle bag donations 🐣



1st North Berwick Scout Group  
21 December 2022 · 4h

At our vet sessions of items this week, our Beavers, Cubs and Scouts brought in food items for East Lothian Foodbank to help ensure those in need in our community... See more



Winton  
Winton Castle  
Pencaltland, East Lothian, EH34 5AT

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Pencaltland, East Lothian, EH34 5AT

East Lothian Foodbank  
21 September 2022 · 4h

Thanks to everyone across the county who has supported us with donations of apples and pears from their trees! 🍏🍐

We really appreciate this wee tree fruit boost to our parcels. 🍏🍐

Thankyou! #togetherwecanmakeadifference #communityspirit



East Lothian Foodbank  
21 September 2022 · 4h

Thanks to everyone at Auchfield House and Preston Lodge High School for thinking of us when cooking up this lovely meal!

Thank you! #togetherwecanmakeadifference #communityspirit

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## OUR VOLUNTEERS

Without our volunteers there would be no us. Our army of amazing volunteers work relentlessly and bring so much to the foodbank, with a variety of roles from warehouse volunteers, delivery drivers, collection volunteers, trustees, to those that continually share our story and support our cause in so many ways, even to the extent of harvesting unused (fresh) veg from farmers fields to supplement our parcels with added 'soup bags'. They are all at the heart of what we do, giving their precious time to us with such care and kindness - they are priceless to us.

In June 2022 our team was recognised and won the 'Volunteer Team of the Year' at the Inspiring Volunteer Awards, which was so well deserved.

Our volunteers are the powerhouse of the foodbank and in the past 18 months have given so much.



**82**  
active volunteers



**11,840**  
warehouse hours



**83,771**  
miles driven delivering food parcels



**432**  
Tesco Collection hours



Some of our team enjoying an afternoon at Whitekirk Hill in June 2022, In recognition of all that they do



Volunteer Team of the Year 2022

**OUR  
VOLUNTEER  
BASE GREW  
BY 67%**





[illegible]

People shouldn't be struggling to afford the essentials, but are on a daily basis and we are blown away every day with our teams commitment and compassion.

**37% OF OUR  
VOLUNTEERS  
HAVE BEEN WITH  
US FOR 5 YEARS+  
WITH SOME  
HAVING BEEN  
WITH US SINCE  
THE BEGINNING**



## OUR CAMPAIGN WORK



We want to build understanding of the drivers of hunger and poverty and the underlying issues that push people towards needing our support, to build public will and encourage people to take action to end the need for us and foodbanks across the UK. Across 2021-2023 we've focused our social media on raising awareness of our work, gaining support for our campaigns, celebrating our amazing volunteers and thanking our amazing network of donors.



**49,243** views  
**138** new followers



**65,880** people reached  
**4,216** new followers  
**196** new page likes



**1,895** people reached  
**124** new followers

As well as joining national campaigns we are committed to bringing about change locally and want to grow our capacity as a leading anti-poverty voice in East Lothian. We were therefore very excited to be able to sign up to the Trussell Trust's new Organising Programme which provides funding and training for local foodbanks to take a more active role in organising, influencing and campaigning within their communities. Lucy completed her Trussell Trust training in January 2023. Building on work she was already doing she is working with those we support (who are experts by experience) to identify issues, build a team of campaigning volunteers, develop influencing strategies with the goal of creating lasting change in our communities which will reduce the need for our support.





## FINANCIAL REVIEW

### Our Financial Year End

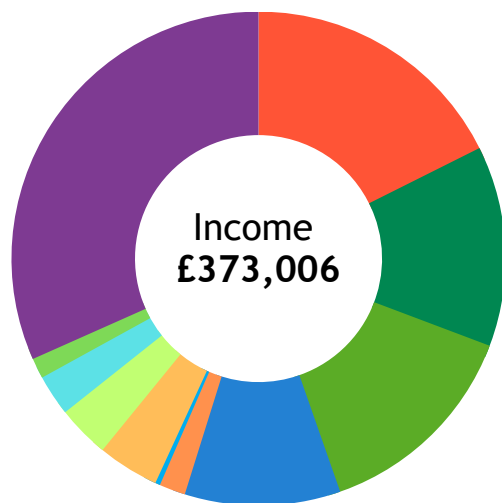
Our last annual report was completed for the financial year ending 31 October 2022. In that report we explained that the trustees had decided for operational reasons to change the year end period to 31 March. As a one-off this year we are therefore completing two annual reports and two AGMs (the first AGM was held on 27 January 2023 covering the 12 months to 31 October 2022). The new period end is 31 March 2023.

Overall for the 17-month period to 31 March 2023 total receipts were £441,979 and total payments were £300,456. By themselves these figures are irrelevant because we have nothing to compare them against. The figure produced in this report and the ones being discussed are therefore for the 12-month periods to 31 March 2022 and 31 March 2023. These figures have been extracted from our existing accounts and can be compared to give an idea of significant changes over the last two years.

During the AGM on 27 January 2023 our treasurer advised that our receipts were now exceeding the OSCAR (charity website) threshold for producing figures on a simple Receipts and Payables (“R&P”) basis. From now on our accounts will need to be produced (and audited) on an Accruals basis by a firm of accountants. I am pleased to confirm that local accountants Douglas Home & Co have been appointed. They are in the process of preparing the new style accounts and we will present these when received at an Extraordinary Meeting. In the meantime we have produced these accounts on the old style R&P.



## Where our income came from for the 12 months to 31 March 2023



- Donations - personal direct £65,698
- Donations - personal via Giving sites £48,965
- Donations - organisations £51,840
- Reniassance Club Charitable Foundation £38,000
- Gift Aid £6,384
- Bank Interest £1,198
- East Lothian Council Grant £15,000
- Trussell Trust Tesco Top-up £12,800
- General Grants £10,019
- Bequests £5,000
- Restricted funding £118,102  
(This includes £79,602 from the Trussell Trust for specific projects)

This is up by 144% from the 12 months to 31 March 2022 (£153,001). This is a remarkable increase and is down to several different factors:

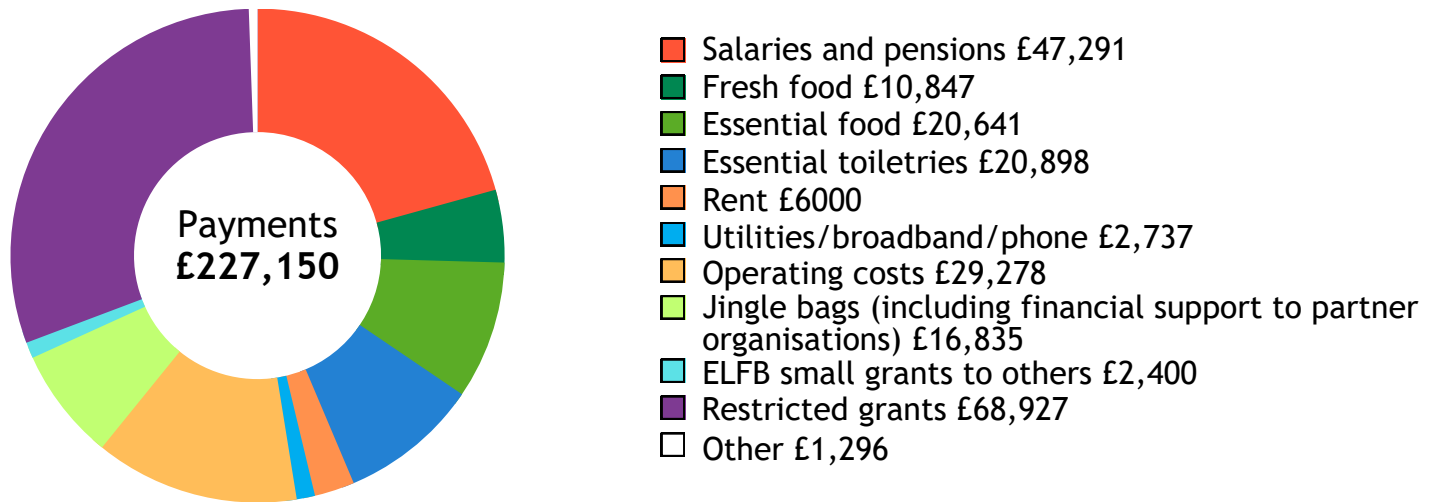
- an increase in donations from Tesco of £7,302
- a one-off bequest of £5,000
- a donation of £38,000 from the Renaissance Club Charitable Foundation (based at Archerfield)
- an increase in grants, both unrestricted and restricted for particular activities or items. These totalled £143,121 and made up 38% of our total receipts (compared with £51,912 from the previous 12 months - 34% of total receipts)

Our total donations are up by £75,630 (83%) from the previous 12 months (from £90,873 to £166,503). This makes up 45% of our total receipts and 77% of our unrestricted receipts (last year it was also 77%).

**THANK  
YOU!**



## Where we spent our income for the 12 months to 31 March 2023



Total payments increased by 51% compared to the previous 12 months.

General running costs from unrestricted funds have increased from £134,502 to £155,823 (an increase of 16%). The main factors are:

- Staff wages have actually fallen by £4,154 despite the increasing number of staff needed to maintain the service to our clients. This is because a lot of the staff wages are actually covered by separate restricted grants
- Fresh Food have also fallen year on year by £13,033. This is partly because we stopped purchasing fresh meat to concentrate on essentials, but also restricted grants were also available
- Essential Food increased by £14,686. Whilst our donations of food have held up well this increase in amounts purchased reflects the increase in parcels we are distributing
- Toiletries & cleaning products increased by £6,369. This again reflects the increase in parcels we are distributing
- Volunteer/staff expenses increased by £5,161. We now have more volunteer drivers than ever and actively encourage them to claim their mileage

- Equipment increased by £2,413. This is due to the increase in staff numbers
- Warehouse costs increased by £2,527. This reflects the general increase in activity within the foodbank.

Grant monies received were for various uses including purchasing essential food, fresh food, toiletries and sanitary items to supplement our normal parcels; a pilot scheme to offer food vouchers; providing volunteer events; 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.

## Foodbank Small Grants



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. We received 4 applications from organisations (the previous 12 months was 2).

The total given out was £15,664 (previous £13,058). Activities supported included distributing food hampers, food bags, supporting a refugee family, and setting up a Larder. In total they offered support to over 1,600 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 foodbank, or our Treasurer Mark Singleton at: [treasurer@eastlothian.foodbank.org.uk](mailto:treasurer@eastlothian.foodbank.org.uk), or see the details on our website.

## Reserves Policy

The bank balance at the 31 March 2023 amounts to £348,512 of which £71,704 is held in Restricted Funds. The level of reserves therefore held at the Year End 31 March 2023 amounts to £276,808. 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 £196,808 (compared to the figure on 1 April 22 of £100,128). These funds are spread between Royal Bank of Scotland, Skipton Building Society and Cooperative Bank.

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 March 2023 (and ignoring grants made to other organisations) our reserves target is £77,911.

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. When this happens it is likely that a large part of the designated fund held with the Skipton Building Society may be called upon. Alongside the staff, the Trustees continue to search for better ways of working either within the existing premises, or looking at alternative (and larger) premises.

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. In the short term, we must ensure that we have the ability and facility to instantly provide finance for any shortfall in food items. Although food donations from the public are holding up we are having to buy in more to meet the high demand now seen.

## Financial Statement

EAST LOTHIAN FOODBANK  
COST REPORT Month 17 1 November 2021 to 31 March 2023

RECEIPTS		17mths 31/03/2023 (in process of being audited)	12 mths 31/10/2022 (examined)	12 mths 31/03/2023 (for comparison only)	12 mths 31/10/2021 (examined)	12 mths 31/03/2022 (for comparison only)	PAYMENTS		17mths 31/03/2023 (in process of being audited)	12 mths 31/10/2022 (examined)	12 mths 31/03/2023 (for comparison only)	12 mths 31/10/2021 (examined)	12 mths 31/03/2022 (for comparison only)	
Donations - Personal		£90,380	£ 55,735	£ 65,698	£ 45,362	£ 45,562	Salaries & Pension		£ 70,735	£ 54,045	£ 47,291	£ 35,608	£ 51,445	Note 1
Donations - Personal via Giving Sites		£62,626	£ 35,679	£ 48,965	£ 48,155	£ 32,304	Fresh Food		£ 17,286	£ 11,318	£ 10,847	£ 25,224	£ 23,880	
Donations - Organisations		£60,542	£ 27,298	£ 51,840	£ 15,399	£ 13,007	Essential Food		£ 24,160	£ 24,112	£ 20,641	£ 2,863	£ 5,955	
Renaissance Club Charitable Foundation		£38,000	£ -	£ 38,000	£ -	£ -	Toiletries		£ 28,045	£ 16,194	£ 20,898	£ 9,678	£ 14,529	
							Mobile		£ 730	£ 449	£ 509	£ 459	£ 498	
Gift Aid		£6,384	£ 6,384	£ 6,384	£ 4,423	£ 4,423	Broadband		£ 2,205	£ 1,459	£ 1,033	£ 536	£ 1,482	
Bank Interest		£1,329	£ 546	£ 1,198	£ 280	£ 295	Rent		£ 8,500	£ 6,000	£ 6,000	£ 6,000	£ 6,000	
							Utilities		£ 1,607	£ 1,061	£ 1,195	£ 1,606	£ 892	
East Lothian Grant		£15,000	£ 15,000	£ 15,000	£ 12,000	£ 12,000	E L Council Waste Services		£ 694	£ 458	£ 472	£ 431	£ 443	
Trussel Trust Tesco Top-up		£14,955	£ 10,857	£ 12,800	£ 5,318	£ 5,498	Equipment		£ 4,909	£ 1,408	£ 4,263	£ 2,281	£ 1,850	
							Subscriptions / Certificates		£ -	£ -	£ -	£ 107	£ 72	
General Grants		£12,581	£ 12,581	£ 10,019	£ 7,987	£ 5,049	Stationery/Printing		£ 3,388	£ 1,792	£ 2,894	£ 427	£ 1,007	
							Marketing /Advertising		£ 819	£ 819	£ 230	£ 1,124	£ 589	
Bequests		£5,000	£ 5,000	£ 5,000	£ -	£ -	Cleaning		£ 5,019	£ 3,905	£ 3,600	£ 4,072	£ 3,767	
							Warehouse		£ 4,323	£ 1,834	£ 3,416	£ -	£ 889	
							Jingle Bags		£ 28,934	£ 12,099	£ 16,835	£ 12,996	£ 13,608	
							Volunteer / staff expenses		£ 9,765	£ 6,232	£ 8,089	£ 2,172	£ 2,928	
							Insurance		£ 582	£ 582	£ 582	£ 629	£ 629	
							Professional Fees		£ 6,649	£ 4,743	£ 5,580	£ 3,931	£ 3,492	
							Repairs/Maintenance		£ 152	£ 86	£ 152	£ 206	£ 201	
							ELFB - Grants to Others		£ 3,400	£ 2,900	£ 2,400	£ 10,300	£ 1,000	
							Bank Charges		£ 1,102	£ 563	£ 1,052	£ -	£ 51	
							Miscellaneous		£ 416	£ 180	£ 244	£ 223	£ 295	
Restricted							Restricted							
Old Funds		£ -	£ -	£ -	£ -	£ -	Old Funds		£ -	£ -	£ -	£ 10,486	£ -	
Area Partnership		£ -	£ -	£ -	£ -	£ -	Area Partnership		£ 2,685	£ 2,685	£ 2,685	£ -	£ -	
ELC Sanitary		£ -	£ -	£ -	£ 1,200	£ 1,200	ELC Sanitary		£ 1,200	£ 1,200	£ -	£ -	£ 1,200	
Community Fund		£ 1,750	£ 1,750	£ 1,750	£ -	£ -	Community Fund		£ 808	£ -	£ 808	£ -	£ -	Note 2
TT - Financial Inclusion		£ 42,066	£ 42,066	£ 42,066	£ -	£ -	TT - Financial Inclusion		£ 19,484	£ 7,250	£ 19,484	£ -	£ -	Note 3
TT - Organising & Local Mobilisation		£ 21,385	£ 21,385	£ 21,385	£ -	£ -	TT - Organising & Local Mobilisation		£ 8,041	£ 1,309	£ 8,041	£ -	£ -	Note 4
TT - Volunteer Development Grant		£ 16,151	£ -	£ 16,151	£ -	£ -	TT - Volunteer Development Gra		£ 5,858	£ -	£ 5,858	£ -	£ -	Note 5
TT - Winter Support		£ 5,000	£ 5,000	£ 5,000	£ -	£ -	TT - Winter Support		£ 5,000	£ -	£ 5,000	£ -	£ -	
ELC - Cost of Living Assistance		£ 30,000	£ -	£ 30,000	£ -	£ -	ELC - Cost of Living Assistance		£ 8,353	£ -	£ 8,353	£ -	£ -	
ELC - Admin Support		£ 1,000	£ -	£ 1,000	£ -	£ -	ELC - Admin Support		£ 1,700	£ -	£ 1,700	£ -	£ -	Note 6
ELFFN - Food Vouchers		£ 750	£ -	£ 750	£ -	£ -	ELFFN - Food Vouchers		£ -	£ -	£ -	£ -	£ -	
ASDA Large Grant via Trussell Trust		£ 17,080	£ 17,080	£ -	£ 16,583	£ 33,663	ASDA Large Grant via Trussell Tr		£ 23,907	£ 16,790	£ 16,998	£ 10,261	£ 13,820	Note 1
TOTAL RECEIPTS		£ 441,979	£ 256,361	£ 373,006	£ 156,707	£ 153,001	TOTAL PAYMENTS		£ 300,456	£ 181,473	£ 227,150	£ 141,620	£ 150,522	
							Surplus / (Deficit)		£ 141,523	£ 74,888	£ 145,856	£ 15,087	£ 2,479	
							Total Amount		£ 441,979	£ 256,361	£ 373,006	£ 156,707	£ 153,001	

Bank/ Cash Balance as at 31/03/2023

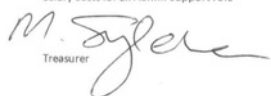
£348,512

- Note 1 Part of the Manager's salary is also covered by the ASDA Large Grant.  
 Note 2 To cover a future event for volunteers  
 Note 3 Salary costs for a Financial Inclusion role. Also covers a salary at Musselburgh CAB  
 Note 4 Salary costs for a Community Participation and Campaign Lead role.  
 Note 5 Salary costs for a Volunteer Coordinator role  
 Note 6 Salary costs for an Admin Support role

Signed:

Mark Singleton  
24/04/2023

Treasurer



## OUR STRUCTURE, GOVERNANCE AND MANAGEMENT

East Lothian Foodbank is an independent charity registered in Scotland | SC043523

Our purpose is the prevention or relief of poverty in East Lothian. The Foodbank is part of the Trussell Trust network and works with partners across East Lothian to support our community.

### Staff

*Elaine Morrison*, Foodbank Manager

*Lisa McCart*, Volunteer Co-ordinator  
(joined January 2022)

*Lucy Daniels*, Community Participation  
and Campaign Lead

*Seonaid Stewart*, Financial Inclusion  
Officer (joined October 2022)

*Jennifer Knowles*, Temporary  
Administrative Assistant (joined February  
2023)

*Margaret Flanagan*, Temporary Referrals  
Co-ordinator (joined March 2023, agency  
staff)

*Joanna Burns*, Referrals Co-ordinator  
(until February 2022)

*Andrew Canelli*, Operations Co-ordinator  
(until April 2022)

*Dakota Jones*, Referrals Co-ordinator  
(until Feb 2022)

### Trustees

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

*Rev Elizabeth O’Ryan*, Chair

*Rae Goode*, Secretary

*Mark Singleton*, Treasurer

*Ann Allison* (joined February 2023)

*Joanna Burns* (joined February 2023)

*Nathan Goode*

*Lesley McVinish* (joined February 2023)

*Peter Meiklejohn* (joined August 2022)

*Dan Paris* (joined February 2023)

*Simon Glover* (until December 2022)

*Justine Meldrum* (until October 2022)

*Penny Morriss* (until November 2022)



## Election, retiral and re-election of trustees

At each AGM, the members may elect any member to be a charity trustee. The board may at any time appoint any member to be a charity trustee. At each AGM, all of the charity trustees must retire from office but may then be re-elected as outline in our Constitution.

## Membership

Members are an important part of our Constitution. Members have the right to attend members' meetings (including any annual general meeting) and have important powers under our Constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the Constitution itself.

All volunteers (defined as anyone who has completed the application process to be a volunteer) are automatically members unless they specifically withdraw from membership. At each AGM anyone attending who signs the attendance register before the start of the AGM will become a member from then until the day before the next AGM. If you would like to become a member of the foodbank, as an individual or as a representative of your organisation, then please email our secretary: [secretary@eastlothian.foodbank.org.uk](mailto:secretary@eastlothian.foodbank.org.uk). We will confirm your membership after the subsequent board meeting.

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.

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# IF YOU OR SOMEONE YOU KNOW NEEDS HELP, IT'S EASY TO ACCESS OUR SUPPORT



**Prefer to chat?**  
Call us on 07516 510 617



**Prefer text or whatsapp?**  
No problem, it's the same number



**Prefer to write? Email us on**  
[info@eastlothian.foodbank.org.uk](mailto:info@eastlothian.foodbank.org.uk)

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## CONTACT

East Lothian Foodbank | SC043523

The Old Library, 3 Civic Square, Tranent, East Lothian, EH33 1LH

[www.eastlothian.foodbank.org.uk](http://www.eastlothian.foodbank.org.uk)

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