CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/01/25 Period start date To 31/12/25 Period end date

Charity name: Otley Foodbank

Charity registration number: 1197645

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the CIO are seeking to relieve persons in Otley, and surrounding districts in West and North Yorkshire, that are in financial hardship, need or distress in such ways as the trustees from time-to-time think fit, in particular, but not exclusively by: a) providing emergency food, essential toiletries and household items to individuals and families in need and / or for distribution by charities or other organisations working to prevent or relieve poverty, and b) such other means, including (but not limited to) the relevant provision of support or signposting to relevant information or other advisory services as the trustees shall think fit.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity has provided an average of 185 food parcels per month to those in need in Otley and the surrounding area, following a referral from other agencies. This is fewer than last year as the changes to our system, requiring recipients to ask for a new referral after 8 weeks, up to a maximum of 3 referrals in a 12 month period were implemented. The Trustees continue to monitor the balance between income and expenditure to ensure an adequate reserve. We limited deliveries to the LS21 postcode, signposting referral agencies from other postcodes to the nearest foodbank to their area.

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had due regard for the guidance issued on public benefit.

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	When funds allow, the charity may make a grant to other charities or charitable organisations, seeking to alleviate food poverty
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	The charity, and the work it does, is organised and staffed wholly by volunteers, whose contribution is invaluable. We have about 60 volunteers who make up parcels, stock shelves, collect from collection points and deliver parcels to recipients. The Trustees and Management Group are also volunteers.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	In 2025, the charity delivered 2222 parcels to recipients who were struggling to feed themselves and their families. Many were parcels delivered on a weekly basis as the energy and cost of living crisis continued and families found themselves unable to cope without help. We also delivered items at Christmas and Easter to provide extra seasonal items which many could not afford.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The charity has achieved its objectives although we accept that we may not have reached all those in need of help. We continue to try to reach as many as possible.

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Our financial position is healthy. We received £12,687 in donations. We spent £16,276 to supplement food donations and £2,680 on running costs. The balance in our account is £40,414.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held, firstly, to enable the purchase of supplies to supplement the food donations. We currently spend an average of £ 300 each week on purchase of food. This amount has increased over the year as prices have risen. We now find that our spend exceeds our monthly donations Secondly, we have a short lease from the Local Authority for our premises. We may have to find other premises on which we would have to pay a commercial rent.
Amount of reserves held	Para 1.22	Our end of year balance is £40,414, all of which is available for use
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The funding for the charity comes from donations from the general public and local businesses
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	A fall in donations of food at collection points makes it difficult, at times, to keep up with the increasing demand. We have the funds to shop for supplies but find that we are regularly spending more to keep up with demand. We are now spending more each month than we receive in donations.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees were originally selected from the steering group, made up of representatives of local churches. In future, we will look to fill vacancies from our group of volunteers, or from the local community.

Additional information (optional)
You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Volunteers are asked to fill in an application form, provide two referees and have an interview with a trustee. Delivery drivers are asked to complete a Self-Declaration form, confirming they have no convictions. We have an Advice for Drivers document, with information on safe practice. Procedures are in place to deal with any situations which compromise safety. We have appointed a safeguarding offcer. Training is given by working with other, more experienced volunteers.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity has 6 trustees, who are volunteers, and the day to day running of the charity is delegated to a management group, made up of the trustees and two volunteers. The charity has links within the local community, to other groups, who, in the main, carry out charitable functions. Otley Community Group was set up at the beginning of the covid pandemic to co-ordinate a whole town response and has continued to meet, recognising the mutual support it offers.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Otley Foodbank
Other name the charity uses	

Registered charity number	1197645
Charity's principal address	Spring Gardens Annexe Westbourne Grove Otley LS21 3LJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Shirley Ruth Parker	Chair		
2	Rosemarie Utley	Treasurer		
3	Barry Milner			
4	John Howard Chaplin			
5	Allan Frederick Boddy			
6	Margaret Lesley Turner			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Shirley Ruth Parker	
Position (eg Secretary, Chair, etc)	Chair of trustees	
Date		

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
OTLEY FOOD BANK	1197645

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01-01-2025		31-12-2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	12687			12687	28517
Sub total *(Gross income for AR)*	12687			12687	28517
A2 Asset and investment sales, (see table).					
Sub total	0	0	0	0	0
Total receipts	12687	0	0	12687	28517
A3 Payments					
Food	16276			16276	26465
Bags	692			692	851
Radios / Stats	537			537	405
Non Domestic Rates	1098			1098	968
Insurance	353			353	352
Sub total	18956			18956	29041
A4 Asset and investment purchases, (see table)					
Sub total					
Total payments	18956			18956	29041
Net of receipts/(payments)	(6269)			(6269)	(524)
A5 Transfers between funds					
A6 Cash funds last year end	46683			46683	47207
Cash funds this year end	40414			40414	46683

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank	40217 -	-	-
	Cash	197 -	-	-
		-	-	-
	Total cash funds	40414 -	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of Charity Name: OTLEY FOOD BANK

On accounts for the year ended 31 DECEMBER 2025 **Charity no (if any)** 1197645

Set out on pages 1 AND 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2025

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below *~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* *Please delete the words in the brackets if they do not apply.*

Signed: [signature] **Date:** 16.02.2026

Name: WILLIAM NORMAN BARR C.A.

Relevant professional qualification(s) or body (if any): INSTITUTE OF CHARTERED ACCOUNTANTS OF SCOTLAND

Address: CONISTON HOUSE WEST BUSK LANE
OTLEY WEST YORKSHIRE
LS21 3LY

Section B	Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.