

Levenmouth Foodbank

Community Support Project

3-5 Bowling Green Street

Methil, Fife

KY8 3DH

Tel: 07966502854

E: info@levenmouth.foodbank.org.uk

www.levenmouth.foodbank.org.uk

**Information on the Trustees of Levenmouth Foodbank Community Support Project**

* Our Board of Trustees are all Volunteers
* Some of our Trustees work full time, some part time, and others are retired
* Our backgrounds are in, Education, Social Work, Finance, Business and the Charity Sector.
* We have to be interviewed and provide references to be appointed on to the Board
* We are all here because we **want to help** our clients and with the staff and volunteers, **provide the best possible service we can**

**Why do we need Trustees**

* Trustees are collectively responsible for making sure that the charity is **run properly and lawfully-** We have to make sure we are meeting legal duties under charity law and other relevant laws
* We are in place to **protect** the charity's beneficiaries, assets and its reputation
* We are responsible for making sure that the charity **fulfils** **its charitable purpose**

**What are the responsibilities of a Trustee**

* No individual Trustee for example the Chair or Treasurer, has more responsibility than the other Trustees
* All trustees are responsible for the charity’s finances and have access to the financial records
* We must know and understand our charitable purpose

**Every Year the Trustees should Review** –

* What the charity had done well
* What it could do better
* The Charity’s governing document to see if it needs to be changed- this is a statement that sets out the purpose and structure of the charity and how it will operate – this is registered with the Charity Commission

**What the Trustees do**

* To consider what we do well and what we need to do better as well as our regular meetings, we have Development Away Days
* We strive to achieve continuous **Good Governance-** are we managing the project well, and **Sustainability** – The capacity of an organisation, to make a **lasting difference**
* We looked at **Partnerships; Our Profile; Policy; Planning and Evaluation**

Registered Charity No: SC044087 | Reg in Scotland

**This is an example of some of the things we have achieved over the last two years**

**Partnerships**

* Review of referring procedures **– meeting with referrers** to ensure they are aware of criteria
* Contribution to **setting up and shared good practice** with other Cafes – now one open every day
* Direct giving from **local company** – through joining the Chamber of Commerce
* Obtained funding from **joint-partnership working** – to pay for toiletries for clients

**Profile**

* Planned and held a **Successful Open Day** – inviting partners and other agencies.
* **Produced the Brochure** – giving info re all projects we run- contributed to by Volunteers
* Obtained funding for **new banners** for outside and inside the building
* **Newsletter** produced, allowing us to thank and inform donators and others

**Policy and Procedure**

* Better awareness of **Governance requirements** for Trustees
* Updated **Business Plan**
* Changed our **mission statement**, to better reflect what we do
* Updated **volunteer handbook** to help develop clarity of volunteers roles and responsibilities

**Planning**

* Established need for **sub-groups** to carry out some planned work.
* **Identified the need** for benefits training to provide a service for clients
* Sourced funding to provide co-ordinators with more paid hours to provide benefit information.
* **Sourced funding** to employ an administrator.
* **Developed a funding strategy.** – looking at how much we need to raise to run our services every year, for the next 5 years

**Evaluation**

* **We asked the question do we evaluate the work and outcomes well?**
* We need to be able to measure the difference we make
* We improved the **recording procedure** to identify what help we are giving and what is still needed but not covered by us
* Co-ordinators now attending Trustee meetings-to **update us on needs, problems and ideas.**
* Regular **Volunteer meetings** now held– Allowing concerns to be **fed back** to Trustees
* Invited Volunteers to AGM

With **continuous evaluation** we ask the question –do we have a shared vision that everyone understands

Further duties

* We need to raise £45,000 every year to operate the Community Project, to do this we research, apply and prepare funding applications. We ensure that all funding requirements are met and the required reports for funders are completed accurately and returned on time.
* We spend time attending meetings with other agencies and funders when necessary
* We take time to accurately record and evaluate what is said at our meeting and Away Days to ensure continuity.
* We are responsible for recruitment, supervision and support of all staff, putting together job descriptions, adverts and short lists as well as carrying out interviews and reviews.
* We ensure that all the financial details are up to date, we pay the bills and the wages
* We carry out PVG checks to ensure the safety of our clients and staff and ensure that we keep up to date with the latest legal requirements.

WITH THE STAFF AND VOLUNTEERS, THE TRUSTEES WORK HARD TO ENSURE THAT WE CAN CONTINUE TO SERVE OUR CLIENTS AND COMMUNITY IN TO THE FUTURE AND AS LONG AS OUR SERVICE IS NEEDED.

**Over the last year we have helped over 3,000\* people, while achieving the following outcomes**

 Reduction of Food Poverty

 Food and financial education of children

 The reduction of social exclusion

\*Year 2018-2019