

# The Need Project Central Bedfordshire

## Annual Report

2015 / 2016

- Providing free food parcels, and when resources allow furniture and clothing, for adults and families experiencing financial crisis.
- By providing food and other essentials to families and individuals referred to the charity by recognised social work agencies, local authorities, community bodies, churches, charities or other organisations whose purpose includes the prevention or relief of poverty ('referral agencies').
- Developing effective relationships with local councils (County, unitary, parish and town), referral agencies, faith groups and community groups.
- Ensuring wide community participation in the charity's projects through giving, and raising awareness.
- Developing a culture of lifelong learning throughout the organisation in order to allow the trustees, core staff and volunteers to do their allotted jobs effectively.
- Building strong links with the local media, and regularly updating the charity's website in order to stimulate public awareness of the charity's work and the issues facing people in poverty and distress.
- Identifying, evaluating and incorporating best practice in project templates to ensure that projects become self-sustaining and are easy to replicate.

### Looking to the Future

During the coming year, 2016/17 our objectives include:

- ✦ To employ our Project Leader, Gordon Hamilton, full time from September 2016.
- ✦ To increase the level of financial support to the Need Project to enable this to take place.
- ✦ To continue to train and equip the volunteers working in the different hubs.
- ✦ To develop and widen our relationships with various professional agencies in the Central Bedfordshire region.
- ✦ To widen our relationships with other food banks and similar ventures.

If you want to know more details about this report, then please contact:

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To find out more about the Need Project, then contact:

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Website: [www. http://theneedproject.co.uk/](http://theneedproject.co.uk/)



***"I was hungry and you gave me something to eat"***

***[Matthew 25:35]***

***Serving Jesus in His most distressing disguise***



The Need Project Central Bedfordshire is a Charitable Incorporated Organisation  
Charity Number: 1157691

## Introduction

Welcome to our second Annual Report!

A recent recipient of a food parcel delivered by the Need Project stated, "I don't know where I would have been if you hadn't delivered this as I have no food in my house to feed my children." It is always sad to hear of such stories, however we are grateful that in some way we have been in a position to help a person in need.

We are continually aware that the work of the Need Project can only take place due to the amazing support it receives from many different people and organizations. Those who give food, furniture, clothing and toys. Those volunteers who sort what we receive, make up and deliver the food parcels. Those who give financially. Those who give of their time as trustees. For Dave who keeps on track with the admin, and for the tireless efforts of our Project Leader, Gordon Hamilton, whose heart was open to feel the prompting of God to start this ministry so many years ago.

Our second year as a charitable trust has been a year of growth and development, of consolidation and challenge, and we hope that you will find this report will bring encouragement both to those who already support this ministry and to those wanting to find out what it's all about for the first time.

Rev. Ian Hare  
Chair of Trustees

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## The Hubs

- Operate under the supervision of the Project Leader and the Hub Leaders.
- Receives and sorts the food supplies for each particular area.
- Ensures the delivery of food parcels within the specified timescale.

## Our Vision and Values

### *Who we are*

The Need Project Central Bedfordshire exists to provide a Christian response for people in our communities who are facing various situations of need.

The project is overseen as a Charitable Incorporated Organisation and run by members of five "hubs"; Kings Baptist Church Stotfold, Flitwick Baptist Church, Sandy Baptist Church, Shefford Baptist Church and Marston Vale Community Church, as well as working with Biggleswade Baptist Church.

We respond to situations of need via confidential referrals processes from multiple agencies and care workers across central Bedfordshire.

All our delivery teams are DBS checked, approved by the leadership teams of the partner churches and have signed confidentiality agreements.

### *Our Objectives*

To relieve persons in Central Bedfordshire and the surrounding area that are in poverty or financial hardship in such ways as the Trustees from time to time think fit, in particular, but not exclusively by:

1. Providing food parcels to support individuals and families who are experiencing food deprivation.
2. Providing other items to meet immediate and essential needs, as resources allow.
3. Developing other forms of support to meet immediate need and alleviate financial hardship.

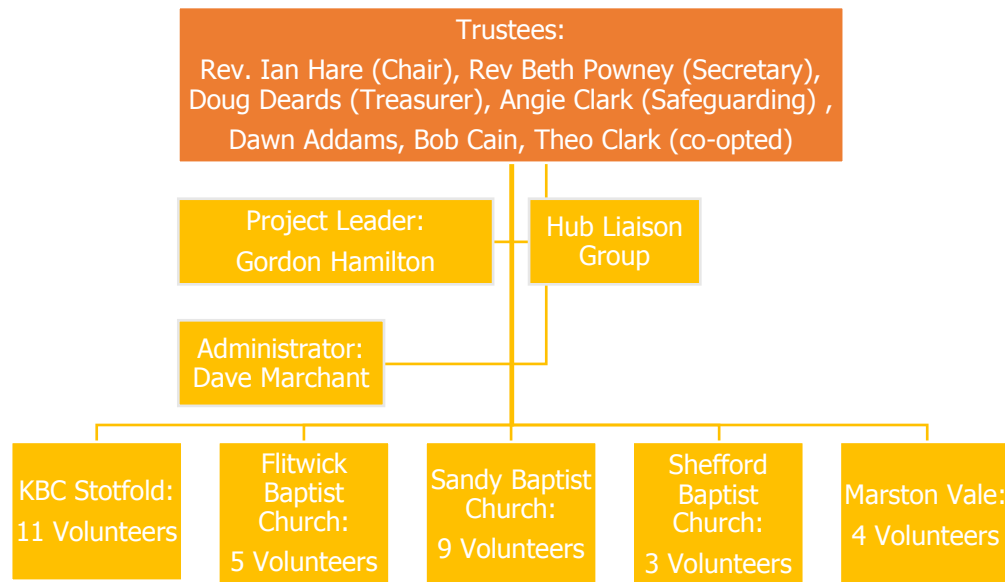
### *Our Values*

4. We are a Christian organisation motivated by Jesus' teaching on poverty and injustice. We operate according to Christian principles of compassion, honesty, integrity, openness, kindness and care of all people, regardless of backgrounds or beliefs (or none). We are passionate about inclusion and being non-judgemental is central to what we do. We believe that everyone has the right to have food on their plate, dignity, skills, a chance to work and hope for the future.

### *Our Aims*

5. The Trustees employ a number of strategies to assist The Need Project to alleviate poverty or financial hardship and meet its Objects by:

## The Need Project Organisational Structure



**Paid Staff:** One person, Gordon Hamilton, currently funded for 3 days per week.

**Voluntary Staff:** Thirty two (plus a number of others who help occasionally)

**Other Churches we work through:** Biggleswade Baptist Church

### A Brief Outline of the Various Roles within the Need Project

#### The Trustees

- Ensure that the Need Project runs effectively, implements its policies and fulfils its vision.
- Ensures that the NP fulfils the requirements of the Charity Commission.
- Supervises the work of the Project Leader.
- Meets at least 4 times a year, or as required.

#### The Project Leader

- Co-ordinates and supervises the day to day running of the NP hubs.
- Co-ordinates the clothing and furniture supplies and deliveries.
- Liaises with the referral agencies.
- Advertises and advances the work of the NP.
- Attends, and is accountable to, the Trustees' Meetings.

#### The Administrator

- Works with the Project Leader to ensure that referral calls are received and logged.
- Maintains the statistical analysis of the NP work.
- Helps to produce the monthly and annual reports.

#### The Hub Liaison Group

- Consists of 1-2 trustees, the Project Leader & 1 member from each hub.
- It will meet 2-3 times a year.
- Its main responsibility will be to ensure the standardisation of procedures and help to maintain cohesiveness and unity among the hubs.

### Annual Report 2015/16 Summary

Throughout this year The Need Project has brought assistance to many people in the Central Bedfordshire region experiencing deprivation. Working through five hubs at King's Baptist Church in Stotfold, Flitwick Baptist Church, Sandy Baptist Church, Shefford Baptist Church, Marston Vale Community Church and working alongside Biggleswade Baptist Church, the Need Project has:

- Delivered 1222 food parcels – (enough food to feed 1761 adults & 1876 children). On the basis of the average food parcel estimating to value £40, this represents £48,880 worth of food.
- Delivered 320 Christmas food hampers & 50 Christmas presents (valuing £750).
- Delivered clothing, children's toys, furniture etc.
- Held Open Days in Sandy, Shefford, Stotfold and Letchworth.

Food parcels are delivered to anyone in genuine need, regardless of their ethnicity, sexuality or beliefs. Clients are referred from many different agencies, including: Social Services, Children's Centres, GP services, Churches, Schools etc. Every effort is made to ensure that the need we respond to is genuine.

The majority of the food delivered was donated in kind, but during the year the Need Project received and spent the following:

|              |            |
|--------------|------------|
| Income:      | £26,835.25 |
| Expenditure: | £29,725.73 |
| Balance:     | £7,587.27  |

The work of the Need Project has been led by one part-time Project Leader and supported by over 30 volunteers (many of whom do not claim any expenses).

The trustees have sought to grow the vision and work of the Need Project, while seeking to ensure that it adheres to its policies and procedures and operates effectively according to the objectives and aims of its constitution.

We are grateful to everyone who has supported the Need Project this year.

## General Report 2015/16

During the frantic Christmas rush, I got chatting to an agency worker who had arrived at King's Baptist Church to collect some parcels to deliver to his clients. When I asked where he had come from he replied, "New Zealand." Well I knew that the Need Project had grown, but I hadn't realized we'd grown that much! Actually, the agency he was working for was located only eight miles away. Even if we have not grown on that scale 2015/16 has been a year of continuation and development.

### Continuation

#### i. The Delivery of Food Parcels

The core work of the Need Project is delivering food parcels to those people in need who have been referred to us by various professional agencies (ie: Social Services, Children's Centres, Schools, GP Practices and Churches etc) across Central Bedfordshire. On average over 100 parcels were delivered each month to 1761 adults and 1876 children. This represents an estimated cost of £48,880 of food, the majority of which was generously donated. However, unlike food banks located in urban settings, the rural nature of our area, means that unless the food parcels are delivered, the recipients would not be able to access them. Such an undertaking represents a considerable cost of time and fuel on the part of the volunteers and which is difficult to quantify.

Our statistical returns reveal the reasons for referrals for food parcels include: child poverty, unemployment, benefit cuts and financial difficulties. It is not our place to judge why or how people find themselves in need and will deliver to anyone regardless of their race, age, gender, sexuality or beliefs. We do wherever possible, however, seek to check the genuineness of the need we are notified about. Towards this end, apart from exceptional one-off cases, we will not accept self-referrals

We are continually grateful to every individual, school, churches, the local Sikh Gurdwara, organizations and shops who have donated food, without this sacrificial giving, the work could not take place.

#### ii. Christmas Parcels & Events

Over the Christmas period 320 food parcels and 50 Christmas presents were delivered. This is always a considerable undertaking, but lessons had been learnt from previous years, enabling the whole operation to run more efficiently and effectively. The Christmas party at Sandy was a great success, enjoyed by the families of Need Project parcel recipients.

#### iii. Clothing, Furniture & Toys

The demand for furniture has increased considerably, with on average an estimated £1,300 worth of items being distributed each month. This includes everything from

## Reflections from our Project Leader

Well another year has gone by and a lot has happened.

Our work with the Need Project seems to get busier and busier, with more food parcels, open days, furniture, it goes on and on. Fortunately we have an amazing group of people who volunteer for this ministry in so many ways; be it sorting, packing, delivering, or like me talking a lot about it. But without any one of the volunteers we would not function as well as we do.

As when we started we have no idea what each day holds. We just try to be servants with servant hearts and hold on for the ride. We have built up a great network of partners and friends who buy into the ministry and for that we thank God. We can always source most food items from various contacts and have made some wonderful friends. Our Sikh friends as always are so generous along with Aragon, schools, supermarkets and numerous other places where our collection baskets are situated throughout our area.

We are, as we have been told, a big food provider in Central Bedfordshire. There is such a need but also it gives us a great opportunity to affect people's lives in such a positive way. It is sad that there is such a need for so much food and provision.

Collecting and delivering furniture is now a large part of what we do and currently that side of things is really busy. The furniture is all about seeking God's will as we step forward. We have a new van, I am working part time and we are increasing our network on a steady basis.

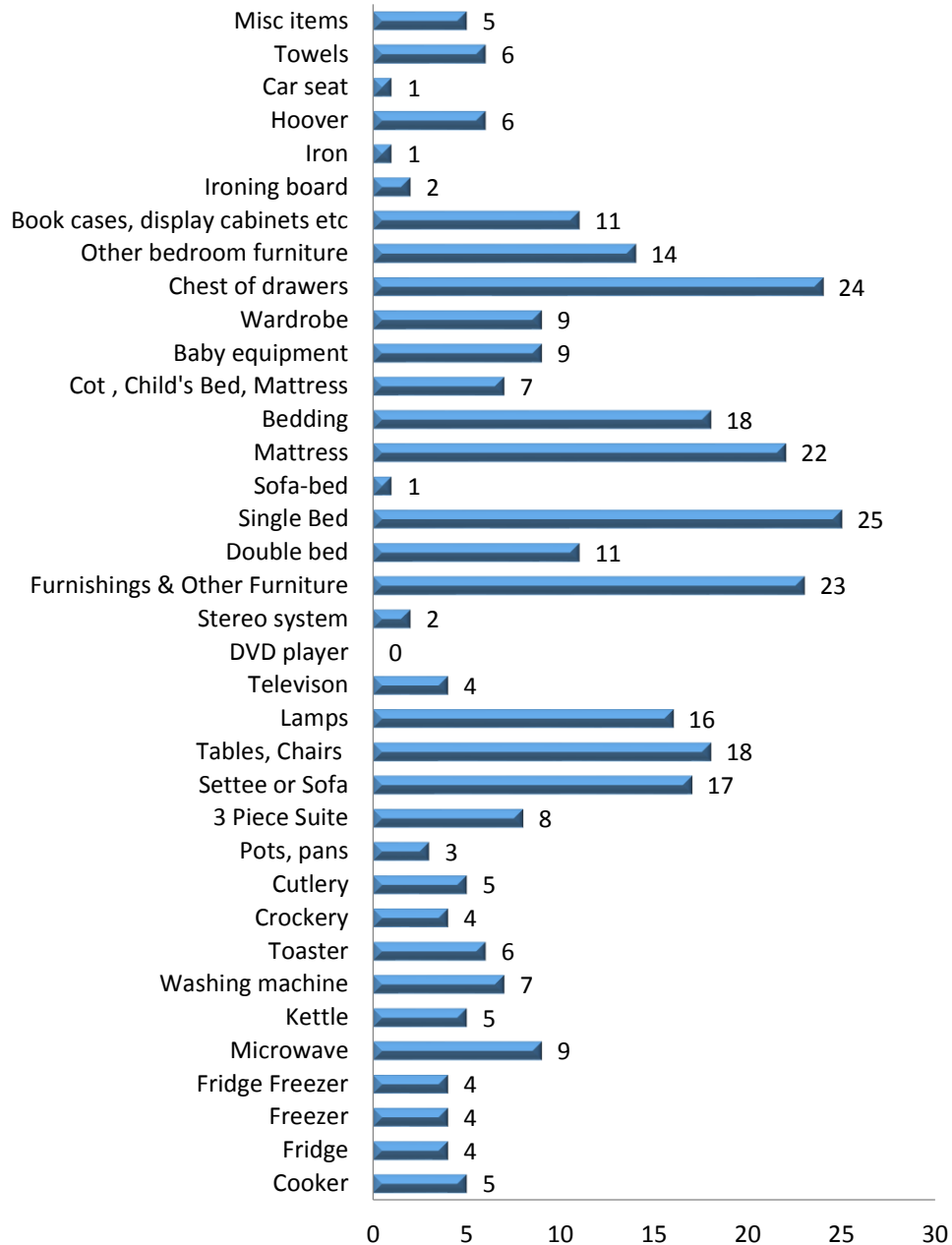
Please continue to pray for us and if you feel prompted to share a word given regarding the project please speak to us as we need prayer warriors to intercede for us at all times.

The open days continue to bless and we are involved in many small ministries through food provision which is surplus to us. I can remember not that long ago when we were worried where the food was coming from and now we have enough so we can give away to others.

I am excited about the future and what it holds but also I am aware of the great responsibility we carry for our faith as we seek to serve Jesus in his most distressing disguise of the poor and the needy.

Gordon Hamilton  
Project Leader

## Furniture & Furnishings 2015-16



beds to fridges, baby equipment to carpets and wardrobes to crockery. We are very grateful for the continued use of premises in Stotfold, leased to the Need Project by a local property developer at a minimal rent so that we can store the goods which are donated before they are distributed to where they are needed. Open days have been held at Sandy Baptist Church, King's Baptist Church, Stotfold, King's Community Church, Letchworth and Shefford Baptist Church, whereby those attending have been helped in various ways, particularly with clothing and toys.

### iv. [Special Events](#)

A successful and often hilarious auction held at KBC and the annual Merisi Brother's concert helped to raise additional funds for the Christmas parcels and party. We are very thankful to everyone who gave of their time and energies to support these events.

### v. [The Governance of the Need Project](#)

Throughout the year the trustees have worked to ensure that the policies, procedures and practices of the Need Project are fully implemented. It is a continual challenge to maintain the unity of purpose and vision of nearly 40 volunteers working in six different locations. And to this end we express our deep gratitude to our Project Manager, Gordon Hamilton, for his continual enthusiasm and hard work in facilitating this and to our Administrator, Dave Marchant who receives and forwards the referrals from the various agencies, as well as maintaining our statistical analysis.

### [Development](#)

During the year the Need Project has also sought to move things forward by:

- i. Preparing the way for employing Gordon full-time.
- ii. Developing the relationship with Biggleswade Baptist Church.
- iii. A food store was set up at the hostel for the homeless in Leighton Buzzard, liaising with Flitwick.
- iv. Relationships developed with Sainsbury's and Morrison's Supermarkets.
- v. A letter sent out to churches in Central Bedfordshire seeking to generate a closer working partnership.
- vi. The development of a clear and structured action plan.
- vii. Developing online giving to the NP via the website.
- viii. The Marston Moretaine hub working with St Mary's Church.
- ix. Developing a cascade training process to equip new volunteers.
- x. The acquisition of a new van on a leasehold basis.

We rejoice in all the Need Project has been able to accomplish during the year, but at the same time we remain saddened that it is needed at all.

Ian Hare  
(Chair of Trustees)

## The Finance Report

### The Need Project Accounts to 31/03/2016

|   | <b>Income</b> |
|---|---------------|
|   | <b>£</b>      |
| Donations from Business, Schools and Churches | 12,057.31     |
| Grants from Trusts                            | 8,400.00      |
| Donations from individuals                    | 3,432.37      |
| Other voluntary income                        |               |
| Fund raising income                           | 2,945.67      |

**Total income 26,835.25**

|                     | <b>Expenditure</b> |
|---------------------|--------------------|
|                     | <b>£</b>           |
| Contract            | 17,280.00          |
| Travel              | 5,360.25           |
| Food                | 1,811.68           |
| Insurance           | 3,309.00           |
| Capital             | 1045.00            |
| Miscellaneous Items | 408.46             |

**Total expenditure 29,725.73**

**Change in reserves/balance 7578.27**

Doug Deards  
Treasurer

### Independent Examiner's Report

I confirm that the accounts and statement accord with the records of the Need Project for this year and that such records satisfy the requirements of the Charity Commission. I am not aware of any matter to which attention needs to be drawn.

Independently Examined by Mrs. G . Roberts.

## Statistical Analysis for 2015/16

