

BURY DROP IN

England & Wales · Charity number 1165258

Details

Status Registered

Legal form CIO

Registered 2016-01-21

Register [View on the Charity Commission register](#)

Contact

Address Office B
Hoste House
United Reformed Church
Whiting Street
Bury St Edmunds
IP33 1NR

Phone 01284 731011

Email info@burydropin.org

Website www.burydropin.org

Activities

Objects: TO ADVANCE THE CHRISTIAN FAITH FOR THE BENEFIT OF THE PUBLIC IN BURY ST EDMUNDS, SUFFOLK AND SURROUNDING DISTRICTS AND OTHER PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE TRUSTEES MAY FROM TIME TO TIME THINK FIT, PARTICULARLY, BUT NOT EXCLUSIVELY BY MEANS OF PROVIDING A WARM, SAFE AND WELCOMING HAVEN WHERE HOT MEALS AND DRINKS ARE SERVED AND WHERE A VARIETY OF AGENCIES AND INDIVIDUALS CAN BE ON HAND TO OFFER BEFRIENDING PLUS ADVICE ON HOUSING, DEBT AND BENEFITS OR HELP WITH HEALTH PROBLEMS INCLUDING DRUG AND ALCOHOL ISSUES AND TO FULFIL SUCH OTHER PURPOSES WHICH ARE EXCLUSIVELY CHARITABLE ACCORDING TO THE LAW OF ENGLAND AND WALES AND ARE CONNECTED TO THE CHARITABLE WORK OF THE CHARITY.

Activities: SERVE THE HOMELESS & VULNERABLE HOSPITALITY - PROVIDE HOT FOOD AND DRINKS, SANDWICHES ETC BEFRIENDING- LISTEN TO GUESTS' STORIES AND DISCUSS THEIR NEEDS. SIGNPOST THE NEEDY TO THE AVAILABLE AGENCIES IN HALL ON THE DAY, & TO THE MANY OTHER AGENCIES THAT PROVIDE SUPPORT IN BURY ST EDMUNDS PROVIDE ANY AVAILABLE CLOTHING, SLEEPING BAGS, TOILETRIES, TENTS THAT HAVE BEEN DONATED BY LOCAL CHURCHES

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£99,319	£90,675	-	-
2024-08-31	£82,374	£91,122	-	-
2023-08-31	£83,895	£85,165	-	-
2022-08-31	£68,151	£69,653	-	-
2021-08-31	£40,879	£34,583	-	-

Trustees

Name	Role	Appointed
Rev ROBERT WILLIAM BARCHAM GREEN	Chair	2015-07-27
DAVID FRANK BONNETT		2015-07-27
David Louis Sutherland		2024-07-01
JACQUELINE ANNE BURNETT		2019-07-15
Janet Mary Green		2024-07-01
Michael Ryall		2018-05-14
Mrs Anthea Joy MARSHALL		2018-05-14
Richard John MINNS		2021-03-04

BURY DROP IN

England & Wales - Charity number 1165258

Accounts



Trustees' Annual Report for the period

From August 2024 Period start date To August 2025 Period end date

Charity name: Bury Drop In

Charity registration number: 1165258

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of the CIO are: To advance the Christian faith for the benefit of the public in Bury St Edmunds, Suffolk and surrounding districts and in other parts of the United Kingdom or the world as the trustees may from time to time think fit, particularly, but not exclusively by means of providing a warm, safe and welcoming haven where hot meals and drinks are served and where a variety of agencies and individuals can be on hand to offer befriending plus advice on housing, debt and benefits or help with problems including drug and alcohol issues and to fulfil such other purposes which are exclusively charitable work of the charity.
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 primary activities of Bury Drop In are the sessions, open to homeless and vulnerably housed people, on Tuesdays and Fridays. Alongside this staff and volunteers offer ongoing support in partnership with other agencies wherever possible. The spin-off group, Table 1, meet on alternate Tuesdays.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees meet at least quarterly with a primary concern to adhere to the stated purpose of the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A We do not make grants.

Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	Bury Drop In enjoys a loyal team of about 45 trained and well-motivated volunteers. They are the backbone of the services offered and have a wide range of skills and abilities that enrich the drop in.
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	<p>During 2024/25, we have continued to build and strengthen our services, guided by our 2023-26 vision and strategy document. Over the coming year, we will begin developing a new vision and strategy to guide us through to 2030.</p> <p>During the year, Bury Drop In (BDI) has continued to support more than 125 registered guests on Tuesdays and Fridays with around 30-35 guests attending on a typical session. The need is still considerable with challenges around the cost of living, housing and criminal justice services. As well as serving nutritional food, drinks and snacks we are also able to offer a range of support and services as we work with partner agencies. These include very practical help e.g. showers at the sports centre, food vouchers (for street homeless), clothing (in conjunction with the Salvation Army shop), access to a launderette and numerous other helpful supports. We make emergency provision of tents, sleeping bags and phones.</p> <p>We work closely with the Health Outreach team (NHS) and West Suffolk Council Rough Sleeper Service who bring valuable expertise to the Drop In. Guests also receive support from Samaritans, and with issues such as sexual health and smoking cessation.</p> <p>We were privileged to appoint Mr Mark Pendlington DL as charity Patron for a three-year term. This will add breadth and depth to our support, contacts and funding.</p> <p>Trustees meet at least quarterly (more often as required) and managers regularly review the activities of the Drop In to ensure sessions run smoothly, our practices are improved when necessary and to monitor finances. Managers</p>

submit reports for each Trustee meeting so that Trustees are across the details. Our bookkeeper provides financial details to Trustees on a monthly basis.

Trinity Methodist Church have been our host church for several years and are very welcoming and accommodating. The kitchen has now been refurbished. BDI contributed towards the cost of ovens suitable for our purposes. We are the main user of the kitchen facilities.

During 2025 we have been marking our tenth anniversary. In addition to Trustee meetings, a subgroup has met to plan celebrations including a 10 year anniversary report, anniversary services held, an event at the Guildhall for our many supporters and volunteers (past and present) and a special roast dinner for guests at the Drop In was served.

During the year there have been other notable events and visits that have helped support Bury Drop In and raise awareness of our work and ministry.

Events and visits include:

- Service at St Edmundsbury Cathedral 24th October.
- Charity Christmas Lights switch on
- Visit from Mike Pursehouse (Director for Housing)
- Visits of the Mayor and High Sherrif.
- Visit of Peter Prinsley MP
- 10th Anniversary service at Garland St Baptist Church 11th May
- Radio West Suffolk – interview with BDI Chairman 11th August.

Representatives of Bury Drop In have visited a number of churches and supportive organisations to inform and enthuse about the essential work we are undertaking. The General Manager and Chairman usually fulfil these activities. We also contribute to a 'Thought For The Week' column in the Bury Free Press.

Since the 2023-2026 Vision and Strategy was written, progress continues to made on a number of the fronts:

Financial resilience

We were pleased to appoint Richard Minns (an existing Trustee) as our Treasurer. The Trustees have appointed Mr Roland Sore as our independent examiner of accounts.

Due largely to the excellent work of paid staff, grants have been successfully applied for bringing much needed funds to the project. We continue to receive funds from individual supporters, churches and other local groups and organisations.

Nevertheless, in the last 12 months finances remain tight. We aim to maintain a three-month reserve and have current funds to a further three months running costs. Income and expenditure are closely monitored by the finance team.

Full details are in our annual financial report. We remain optimistic and confident in our Christian hope that funding will be adequate.

Focus on our core purpose

Trustee's meetings ensure that we focus resources on our core purpose to serve homeless and vulnerably housed people. There are many good things we could do, but we do not try to overstep our role or duplicate services that other organisations are better placed to deliver.

Recruit, train and encourage

We are very grateful that we have, again, recruited new volunteers into the organisation. Volunteers are thoroughly trained during induction training and vital Safeguarding training.

Further training is offered through the Volunteer Forum and more formal courses for staff. We also hold briefings and de-briefings before and after each session to allow for feedback and mutual support.

Review and clarify roles

We have key role descriptions for different volunteer and trustee tasks to help everyone play their part in the team.

Working collaboratively

Without our partner organisations and services, the work of Bury Drop In would be significantly hollowed out. We value the partnerships with local government, NHS, local businesses, charities, churches and individuals, who bring a diversity to the care we offer which we could not do on our own.

Online Presence

Our Marketing and Communications Manager continues to raise Bury Drop In's profile locally and beyond, ensuring regular coverage across social media, local newspapers, media and radio.

Table One

The self-help progression group, Table 1, continues to meet regularly for wellbeing checks and support. From July meetings reduced from fortnightly to monthly as members have successfully progressed, with four regular members remaining.

Bury Drop In is a Christian charity that is undergirded by prayer and faith and supported widely by local churches. All volunteers and partner agencies come from all walks of life and work within the ethos of the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	See above
Performance of fundraising activities against objectives set	Para 1.41	See above
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Demand for the charities service continue to grow, the economic outlook is not encouraging but we continue to receive a high degree of support from local individuals, organisations and trusts to enable this vital work to continue
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We look to hold three to six months of reserves in total to allow for fluctuations in income generation and closure costs if deemed necessary
Amount of reserves held	Para 1.22	£42,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	
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	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust Deed
How is the charity constituted?	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 invite potential new trustees. All Trustee positions are ratified by the AGM – usually held in November.

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	Before serving as a volunteer, all new volunteers are required to complete: <ul style="list-style-type: none"> • Induction training • Safeguarding training • DBS check
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Bury Drop In is governed by the Trustees who meet at least four times annually. Day to day management is delegated to the General Manager and we also have a paid Communication and Fund Raising Manager (including online presence) There are designated managers for various functions (catering, safeguarding, donations etc) most of these volunteers are also Trustees. We work extensively with other charities and supportive organisations locally to access services and support for guests (e.g. NHS Health Outreach, Rough Sleeper team, Salvation Army, Gatehouse, Food banks, Suffolk Community Foundation and many more) There is an annual AGM at which the annual report is agreed and there is opportunity for volunteers to contribute to the development of the charity,
Relationship with any related parties	Para 1.51	Bury Drop In works in cooperation with many partner organisations and agencies. From local government, healthcare, local businesses, charity shops, local café, launderette and more. These partnerships greatly enhance the services we are able to offer our homeless and vulnerably housed guests.
Other		

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Reference and Administrative details

Charity name	Bury Drop In
Other name the charity uses	N/A
Registered charity number	1165258
Charity's principal address	Office B, Hoste House, United Reformed Church, Whiting Street, Bury St Edmunds. IP33 1NR

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	Robert Green	Chairman		Trustee Board
2	Nigel Johnson	Treasurer	Resigned 3 rd February 2025	Trustee Board
3	David Sutherland	Charity Secretary		Trustee Board
4	Anthea Marshall			Trustee Board
5	Richard Minns	Treasurer	Appointed 3 rd February 2025	Trustee Board
6	David Bonnett			Trustee Board
7	Janet Green			Trustee Board
8	Jackie Burnett			Trustee Board
9	Mike Ryall			Trustee Board
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		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

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

Sabine Dornbusch – General Manager Ally Gill – Communications and Fundraising Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

None

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)	R.W.B Green	R. Minns
Full name(s)	ROBERT W B GREEN	RICHARD JOHN MINNS
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	27/11/2025.	

Bury Drop In

Registered number: 1165258

Trustees' Report

The trustees present their report and accounts for the year ended 31 August 2025.

Principal activities

The company's principal activity during the year continued to be to serve the homeless and vulnerable

Trustees

The following persons served as trustees during the year:

Rev R W B Green
D F Bonnett
A J Marshall
N Johnson
(Resigned 3rd
February
2025)
D L
Sutherland
J Green
M R Ryall
R J Minns
J A Bumett

This report was approved by the trustees on 13/10/2025 and signed on its behalf.



R J Minns
Trustee

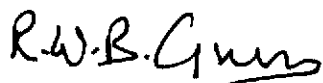
**Bury Drop In
Income and Expenditure Account
for the year ended 31 August 2025**

	Notes	2025 £	2024 £
Income		99,319	82,374
Direct costs		(15,460)	(14,431)
Gross surplus		<u>83,659</u>	<u>67,394</u>
Administrative expenses		(75,016)	(76,691)
Operating deficit		<u>8,643</u>	<u>(8,748)</u>
Surplus/(Deficit) on ordinary activities before taxation		<u>(8,748)</u>	<u>(8,748)</u>
Tax on surplus/(deficit) from ordinary activities		-	-
Surplus/(Deficit) for the financial year		<u>8,643</u>	<u>(8,748)</u>
Previous Year Adjustment – Write Off Fixed Assets			0
Total Surplus/(Deficit) for Year		<u>8,643</u>	<u>(8,748)</u>

**Bury Drop In
Balance Sheet
as at 31 August 2025**

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets		0	0
Current assets			
Cash at bank and in hand	54,031		45,387
Net current assets	—————	54,031	————— 45,387
Net assets		————— 54,031	————— 45,387
Capital and reserves			
Retained surplus account		54,031	45,387
Retained funds		————— 54,031	————— 45,387

R W B Green
Trustee



Approved by the board on 13/10/2025

Bury Drop In
Detailed profit and loss account
for the year ended 31 August 2025

	2025	2024
	£	£
Sales		
Income	<u>99,319</u>	<u>82,374</u>
Cost of sales		
Food	5,049	5,963
Equipment	0	116
Table 1	374	315-
Catering sundries	239	375
Donations and Gifts	9,998	7,661
	<u>15,660</u>	<u>14,430</u>
Administrative expenses		
Employee costs:		
Wages and salaries	51,253	48,715
Pensions	2,004	1,820
Looking for change	2,293	6,530
Staff training and welfare	884	749
Health and safety	25	108
	<u>56,459</u>	<u>57,922</u>
Premises costs:		
Rent	9,546	9,170
Rates	480	382
Light and heat	747	257
Cleaning	631	601
	<u>11,404</u>	<u>10,410</u>
General administrative expenses:		
Stall and events	315	1,058
Stationery and printing	663	1,020
Telephone	1,023	1,448
Marketing	0	0
Just giving	-0	0
Insurance	500	479
Meetings	8	-64
Office equipment	679	691
Software	2,889	1,886
Sundry expenses	1,076	1,263
	<u>7,153</u>	<u>8,359</u>
	<u>90,675</u>	<u>91,122</u>
Surplus/(Deficit) for the Period	<u>8,643</u>	<u>(8,748)</u>

Independent examiner's report to the trustees of "Bury Drop In"

I report on the accounts of the Trust for the year ended 31st August 2025

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not for this year under section 144(2) of the Charities Act and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in general directions given by the commission under section 145(5)(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

In connection with my examination, no matter has come to my attention.



Name: **ROLAND SORE**

Date: **26th NOVEMBER 2025**

BURY DROP IN

England & Wales - Charity number 1165258

Accounts



Trustees' Annual Report for the period

From August 2023 Period start date To August 2024 Period end date

Charity name: Bury Drop In

Charity registration number: 1165258

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objectives of the CIO are:</p> <p>To advance the Christian faith for the benefit of the public in Bury St Edmunds, Suffolk and surrounding districts and in other parts of the United Kingdom or the world as the trustees may from time to time think fit, particularly, but not exclusively by means of providing a warm, safe and welcoming haven where hot meals and drinks are served and where a variety of agencies and individuals can be on hand to offer befriending plus advice on housing, debt and benefits or help with problems including drug and alcohol issues and to fulfil such other purposes which are exclusively charitable work of the charity.</p>
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	<p>The primary activities of Bury Drop In are the sessions, open to homeless and vulnerably housed people, on Tuesdays and Fridays. Alongside this staff and volunteers offer ongoing support in partnership with other agencies wherever possible. The spin-off group, Table 1, meet on alternate Tuesdays.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Trustees meet at least quarterly with a primary concern to adhere to the stated purpose of the charity.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<p>N/A</p> <p>We do not make grants.</p>

Policy on social investment including program related investment	Para 1.38	N/A

Contribution made by volunteers	Para 1.38	Bury Drop In enjoys a loyal team of about 40 trained and well-motivated volunteers. They are the backbone of the services offered and have a wide range of skills and abilities that enrich the drop in.
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	<p>During 2023/24 we have been continuing to develop the services we offer guided by the vision and strategy document covering 2023-26. In particular, roles for volunteers and trustees have been more carefully articulated to help everyone know their role and so contribute to the smooth running of the organisation.</p> <p>During the year Bury Drop In has been offering services to our 150+ guests on Tuesdays and Fridays with around 40-45 guests attending on a typical session. This is a significant increase over last year which we anticipated considering challenges around the cost of living, housing and criminal justice services.</p> <p>As well as serving nutritional food, drinks and snacks we are also able to offer a range of support and services as we work with partner agencies. These include very practical help e.g. showers at the sports centre, food vouchers (for street homeless), clothing (in conjunction with the Salvation Army shop), access to a launderette and numerous other helpful supports.</p> <p>We work closely with the Health Outreach team (NHS) and the Rough Sleeper Team (Suffolk CC) who bring valuable expertise to the drop in.</p> <p>Trustees meet at least quarterly (more often as required) and managers regularly review the activities of the drop in to ensure sessions run smoothly, our practices improved when necessary and to monitor finances. Managers submit reports for each Trustee meeting so that Trustees are across the details.</p> <p>In addition to Trustee meetings, a finance sub-group has met to monitor income and expenditure during a more challenging year. Our book keeper, provides financial details to Trustees on a monthly basis.</p>

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Trinity Methodist Church have been our host church for several years and are very welcoming and accommodating. Preparations are in hand for the renewal of the kitchen facilities in the autumn during which we will serve cold 'finger food'. BDI contributed towards the cost of ovens that will be suitable for our purposes. We are the main user of the kitchen facilities.

It was a tremendous privilege to receive the High Sherrif Award and a number of us attended the award ceremony on 12th March. The award included support for the project's ongoing development.

During the year there have been other notable events and visitors that have helped support Bury Drop In and raise awareness of our work and ministry.

Events and visits include:

- September 15th – visit from BBC Suffolk
- October 8th - Service at St Edmundsbury Cathedral to celebrate Bury Drop In
- November 8th - Bury Drop In AGM & Volunteer Forum
- November 16th – Bury St Edmunds Christmas lights charity event.
- Nov/Jan – Community dental service
- February 9th – Visit from the High Sherrif
- March 12th – High Sherrif Award presentation.
- June 5th – Rotary Club presentation.
- July 6th – Volunteer BBQ

Representatives of Bury Drop In have visited a number of churches and supportive organisations to inform and enthuse about the essential work we are undertaking. The General Manager and Chairman usually fulfil these activities. Nigel Johnson, our treasurer from the inception of Bury Drop In has indicated his intention to step down. We are very grateful for Nigel's contribution and he will remain as Treasurer until we reappoint.

Since the 2023-2026 Vision and Strategy was written, progress continues to made on a number of the fronts:

Financial resilience

Due largely to the excellent work of paid staff, grants have been successfully applied for bringing much needed funds to the project. We continue to receive funds from individual supporters, churches and other local groups and organisations. Never the less, in the last 12 months our expenditure has exceeded income. Income and expenditure is closely monitored by the finance team.

Full details are in our annual financial report. We remain optimistic and confident in our Christian hope that funding will be adequate

Focus on our core purpose

Trustee's meetings ensure that we focus resources on our core purpose to serve homeless and vulnerably housed people. There are many *good* things we could do, but we do not try to overstep our role or duplicate services that other organisations are better placed to deliver.

Recruit, train and encourage

We are very grateful that we have recruited new volunteers into the organisation. Volunteers are thoroughly trained during induction training and a vital Safeguarding training.

Further training is offered through the Volunteer Forum and more formal courses for staff. We also hold briefings and de-briefings before and after each session to allow for feedback and mutual support.

We appointed Janet Green and David Sutherland as Trustees. Janet is also the kitchen manager and we are grateful for her service. David has extensive experience in the voluntary sector and brings new skills and knowledge to the Trustees. As noted above, we are looking to appoint a new Treasurer in the next weeks.

Review and clarify roles

The General Manager has been working on key role descriptions for different volunteer and trustee tasks to help everyone play their part in the team.

Dental care

Dental care has been an extremely valuable service to our guests. There is a possibility that there will be local provision we can tap into, but the possibility of engaging the mobile dental service is still open, funding permitting.

Working collaboratively

Without our partner organisations and services, the work of Bury Drop In would be significantly hollowed out. We value the partnerships with local government, NHS, local businesses, charities, churches and individuals, who bring a diversity to the care we offer which we could not do on our own.

Online Presence

Our Communications Manager continues to keep Bury Drop In highlighted in our local community and beyond with regular updates on Facebook, X, local papers, news and radio. During the year the website has been improved making it easier for people to donate yielding modest but vital increases in donations.

Table One

Table One continues to meet on alternate weeks. Running parallel to BDI Tuesday sessions as a separate 'self-help' group guided by Ally Gill.

Bury Drop In is a Christian charity that is undergirded by prayer and faith and supported widely by local churches. All volunteers and partner agencies come from all walks of life and work within the ethos of the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	See above
Performance of fundraising activities against objectives set	Para 1.41	See above
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Demand for the charities service continue to grow, the economic outlook is not encouraging but we continue to receive a high degree of support from local individuals, organisations and trusts to enable this vital work to continue
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We look to hold six months of reserves in total to allow for fluctuations in income generation and closure costs if deemed necessary
Amount of reserves held	Para 1.22	£45,387.32
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

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	
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	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust Deed
How is the charity constituted?	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 invite potential new trustees. All Trustee positions are ratified by the AGM – usually held in November.

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	Before serving as a volunteer, all new volunteers are required to complete: <ul style="list-style-type: none"> • Induction training • Safeguarding training • DBS check
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Bury Drop In is governed by the Trustees who meet at least four times annually. Day to day management is delegated to the General Manager and we also have a paid communications manager (including online presence) There are designated managers for various functions (catering, safeguarding, donations etc) most of these volunteers are also Trustees. We work extensively with other charities and supportive organisations locally to access services and support for guests (e.g. NHS Health Outreach, Rough Sleeper team, Salvation Army, Gatehouse, Food banks, Suffolk Community Foundation and many more) There is an annual AGM at which the annual report is agreed and there is opportunity for volunteers to contribute to the development of the charity,
Relationship with any related parties	Para 1.51	Bury Drop In works in cooperation with many partner organisations and agencies. From local government, healthcare, local businesses, charity shops, local café, launderette and more. These partnerships greatly enhance the services we are able to offer our homeless and vulnerably housed guests.
Other		

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Reference and Administrative details

Charity name	Bury Drop In
Other name the charity uses	N/A
Registered charity number	1165258
Charity's principal address	Office B, Hoste House, United Reformed Church, Whiting Street, Bury St Edmunds. IP33 1NR

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)

Sabine Dornbusch – General Manager Ally Gill – Communications Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

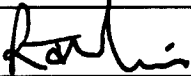

Other optional information

None

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)	RICHARD JOHN MINNS	RWB GREEN
Position (eg Secretary, Chair, etc)	TREASURER	CHAIR OF TRUSTEES
Date	20/5/25	

Independent examiner's report to the trustees of "Bury Drop In"

I report on the accounts of the Trust for the year ended 31st August 2024

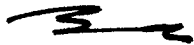
The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not for this year under section 144(2) of the Charities Act and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in general directions given by the commission under section 145(5)(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

In connection with my examination, no matter has come to my attention.



Name: **ROLAND SORE**
Date: **21st MAY 2025**

Registered number
1165258

Bury Drop In
Report and Accounts
31 August 2023

Bury Drop In
Registered number: 1165258
Trustees' Report

The trustees present their report and accounts for the year ended 31 August 2024.

Principal activities

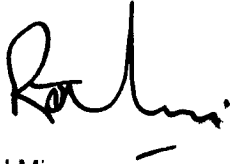
The company's principal activity during the year continued to be to serve the homeless and vulnerable

Trustees

The following persons served as trustees during the year:

Rev R W B Green
D F Bonnett
A J Marshall
N Johnson
D L
Sutherland
J Green
M R Ryall
R J Minns
J A Burnett

This report was approved by the trustees on 20/5/25 and signed on its behalf.



R J Minns
Trustee

**Bury Drop In
Income and Expenditure Account
for the year ended 31 August 2024**

	Notes	2024	2023
		£	£
Income		82,374	83,895
Direct costs		(14,431)	(9,406)
Gross surplus		<u>67,943</u>	<u>74,489</u>
Administrative expenses		(76,691)	(75,759)
Operating deficit		<u>(8,748)</u>	<u>(1,270)</u>
(Deficit) on ordinary activities before taxation		<u>(8,748)</u>	<u>(1,270)</u>
Tax on surplus/(deficit) from ordinary activities		-	-
(Deficit) for the financial year		<u>(8,748)</u>	<u>(1,270)</u>
Previous Year Adjustment – Write Off Fixed Assets			(2,812)
Total (Deficit) for Year		<u>(8,748)</u>	<u>(4,082)</u>

**Bury Drop In
Balance Sheet
as at 31 August 2024**

	Notes	2024 £	2023 £
Fixed assets			
Tangible assets		0	0
Current assets			
Cash at bank and in hand	45,387		54,136
Net current assets		<u>45,387</u>	<u>54,136</u>
Net assets		<u>45,387</u>	<u>54,136</u>
Capital and reserves			
Retained surplus account		45,387	54,136
Retained funds		<u>45,387</u>	<u>54,136</u>

R W B Green
Trustee
Approved by the board on

R.W.B. Green

BURY DROP IN

England & Wales - Charity number 1165258

Accounts



Trustees' Annual Report for the period

From August 2022 Period start date To August 2023 Period end date

Charity name: Bury Drop In

Charity registration number:

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objectives of the CIO are: To advance the Christian faith for the benefit of the public in Bury St Edmunds, Suffolk and surrounding districts and in other parts of the United Kingdom or the world as the trustees may from time to time think fit, particularly, but not exclusively by means of providing a warm, safe and welcoming haven where hot meals and drinks are served and where a variety of agencies and individuals can be on hand to offer befriending plus advice on housing, debt and benefits or help with problems including drug and alcohol issues and to fulfil such other purposes which are exclusively charitable work of the charity.
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 primary activities of Bury Drop In are the sessions, open to homeless and vulnerably housed people, on Tuesdays and Fridays. Alongside this staff and volunteers offer ongoing support in partnership with other agencies wherever possible. The spin-off group, Table 1, meet on alternate Tuesdays.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees meet at least quarterly with a primary concern to adhere to the stated purpose of the charity.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A We do not make grants.

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	Bury Drop In enjoys a loyal team of about 40 trained and well-motivated volunteers. They are the backbone of the services offered and have a wide range of skills and abilities that enrich the drop in.
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	<p>During the year a key task was to review the work of Bury Drop In and revise the Vision and Strategy for the organisation. A sub-group was set up for this and in July 2023 a document was published that set out nine strategic aims to carry forward work among homeless and vulnerably housed people in and around Bury St Edmunds during 2023-2026. These aims are:</p> <ul style="list-style-type: none"> • Build on the strengths we have post-pandemic • Build financial resilience • Develop a greater presence of partner agencies at sessions • To be clearly focused on our core purpose • Recruitment, training and encouragement of volunteers and staff • To clarify the roles of staff, Trustees and volunteers • Provision of further dental care • Monitor the women's coffee morning • To work collaboratively with all our partners <p>Furthermore, we aim to address health issues, support crime prevention and enable guests to acquire the skills they need to find work.</p> <p><i>(Full details in the document)</i></p>

During the year Bury Drop In has been offering services to our 120+ guests on Tuesdays and Thursdays with around 35 guests attending on a typical session. As well as serving nutritional food, drinks and snacks we are also able to offer a range of support and services as we work with partner agencies. These include very practical help e.g. showers at the sports centre, food vouchers (for street homeless) and support from the Old Schoolhouse Café. Clothing is available in conjunction with the Salvation Army shop, access to a launderette and numerous other helpful supports.

We work closely with the Health Outreach team (NHS) and the Rough Sleeper Team (Suffolk CC) who bring valuable expertise to the drop in.

Trustees meet every three months (more often as required) and Management Team meetings regularly review the activities of the drop in to ensure sessions run smoothly and our practices are improved when necessary.

During there year there have been a number of notable events and visitors that have helped support Bury Drop In and raise awareness of our work and ministry.

Events and visits include:

- September 18th – Act of worship to celebrate BDI hosted by St Edmundsbury Cathedral
- October 2022 and July 2023 – Visits of the High Sheriff
- November 30th - Bury Drop In AGM & Volunteer Forum
- December – Community dental service

Representatives of Bury Drop In have visited a number of churches and supportive organisations to inform and enthuse about the essential work we are undertaking. The General Manager and Chairman usually fulfil these activities.

Di Ruddock, who was a member of the founding steering group and a Trustee throughout the life of BDI stood down as a Trustee at the end of August 2023. Her contribution to the drop in has been

hugely valuable and we are delighted that she continues as a volunteer.

In the months since the 2023-2026 Vision and Strategy was devised and published progress is being made on a number of the aims:

Financial resilience

Due largely to the work of the excellent work of paid staff, grants have been successfully applied for bringing much needed funds to the project. Alongside other donations we are now in a better financial place.

The projected costs for 2023-2024 are in the region of £90,000 so the challenge is there for the coming year!

Full details are in our annual financial report.

Focus on our core purpose

Trustees meetings ensure that we focus resources on our core purpose to serve homeless and vulnerably housed people. There are many *good* things we could do, but we do not try to over-step our role or duplicate services that other organisations are better placed to deliver.

Recruit, train and encourage

We are very grateful that we have had a steady flow of new volunteers into the organisation (as well as some who have left). New volunteers are thoroughly trained during induction training and a vital Safeguarding training.

Further training is offered through the Volunteer Forum and more formal courses for staff. We also hold briefings and de-briefings before and after each session to allow for feedback and mutual support.

We recognise the benefits of recruiting Trustees to strengthen the leadership team. We expect to appoint new trustees during 2024.

Review and clarify roles

The General Manager has been working on key role descriptions for different volunteer and trustee tasks to help everyone play their part in the team.

Dental care

Dental care is due to be delivered in October/December 2023

		<p>Women's coffee morning This has been discontinued for now and there was no take-up of this service.</p> <p>Working collaboratively Without our partner organisations and services, the work of Bury Drop In would be significantly hollowed out. We value the partnerships with local government, NHS, local businesses, charities, churches and individuals who bring a diversity to the care we offer which we could not do on our own.</p> <p>Bury Drop In is a Christian charity that is undergirded by prayer and faith and supported widely by local churches. Not all volunteers and partner agencies are Christian but work within the Christian ethos of the charity.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	See above
Performance of fundraising activities against objectives set	Para 1.41	During the year a sub-group of the Trustees met to shape a funding plan. With the exceptional work of staff in seeking grant funding and the renewed focus on funding, funding needs for the year have been met.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review (For Nigel to complete)

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	
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	
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	
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 invite potential new trustees. All Trustee positions are ratified by the AGM – usually held in November.

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	Before serving as a volunteer, all new volunteers are required to complete: <ul style="list-style-type: none"> • Induction training • Safeguarding training • DBS check
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Bury Drop In is governed by the Trustees who meet at least four times annually. Day to day management is delegated to the General Manager and we also have a paid communications manager (including online presence) There are designated managers for various functions (catering, safeguarding, donations etc) most of these volunteers are also Trustees. We work extensively with other charities and supportive organisations locally to access services and support for guests (e.g. NHS Health Outreach, Rough Sleeper team, Salvation Army, Gatehouse, Food banks, Suffolk Community Foundation and many more) There is an annual AGM at which the annual report is agreed and there is opportunity for volunteers to contribute to the development of the charity,
Relationship with any related parties	Para 1.51	Bury Drop In works in cooperation with many partner organisations and agencies. From local government, healthcare, local businesses, charity shops, local café, launderette and more. These partnerships greatly enhance the services we are able to offer our homeless and vulnerably housed guests.
Other		

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Reference and Administrative details

Charity name	Bury Drop In
Other name the charity uses	N/A
Registered charity number	1165258
Charity's principal address	Office B, Hoste House, United Reformed Church, Whiting Street, Bury St Edmunds. IP33 1NR

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)

Sabine Dornbusch – General Manager Ally Gill – Communications Manager

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

None

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)		
Position (eg Secretary, Chair, etc)		
Date		

Registered number
1165258

Bury Drop In
Report and Accounts
31 August 2023

Bury Drop In**Registered number: 1165258****Trustees' Report**

The trustees present their report and accounts for the year ended 31 August 2023.

Principal activities

The company's principal activity during the year continued to be to serve the homeless and vulnerable

Trustees

The following persons served as trustees during the year:

Rev R W B Green
D F Bonnett
D M Ruddock
A J Marshall
N Johnson
M R Ryall
R J Minns
J A Burnett

This report was approved by the trustees on 24 June 2024 and signed on its behalf.

R J Minns
Trustee

Bury Drop In Accountants' Report

Accountants' report to the directors of Bury Drop In

You consider that the company is exempt from an audit for the year ended 31 August 2023. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Johnson and Co Accountants
Accountants

9 New Cheveley Road
Newmarket
Suffolk
CB8 8BG

24 June 2024

**Bury Drop In
Income and Expenditure Account
for the year ended 31 August 2023**

	Notes	2023 £	2022 £
Income		83,895	68,151
Direct costs		(9,406)	(2,027)
Gross surplus		<u>74,489</u>	<u>66,124</u>
Administrative expenses		(75,759)	(69,596)
Operating deficit		<u>(1,270)</u>	<u>(3,472)</u>
Deficit on ordinary activities before taxation		<u>(1,270)</u>	<u>(3,472)</u>
Tax on loss on ordinary activities		-	-
Deficit for the financial year		<u>(1,270)</u>	<u>(3,472)</u>

**Bury Drop In
Balance Sheet
as at 31 August 2023**

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	2	2,812	2,812
Current assets			
Cash at bank and in hand		54,136	55,406
Net current assets		54,136	55,406
Net assets		56,948	58,218
Capital and reserves			
Retained surplus account	3	56,948	58,218
Retained funds		56,948	58,218

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

R W B Green
Trustee
Approved by the board on 24 June 2024

Bury Drop In
Detailed profit and loss account
for the year ended 31 August 2023

	2023	2022
	£	£
Sales		
Income	<u>83,895</u>	<u>68,151</u>
Cost of sales		
Food	3,128	1,637
Equipment	-	196
Table 1	392	-
Cathering sundries	381	137
Donations and Gifts	<u>5,505</u>	<u>57</u>
	<u>9,406</u>	<u>2,027</u>
Administrative expenses		
Employee costs:		
Wages and salaries	46,550	39,438
Pensions	1,688	1,306
Looking for change	6,185	7,946
Staff training and welfare	595	914
Health and safety	68	49
	<u>55,086</u>	<u>49,653</u>
Premises costs:		
Rent	10,772	10,872
Rates	357	348
Light and heat	447	531
Cleaning	569	585
	<u>12,145</u>	<u>12,336</u>
General administrative expenses:		
Stall and events	841	643
Stationery and printing	340	886
Telephone	1,484	1,304
Marketing	816	-
Just giving	-	72
Insurance	479	466
Meetings	101	-
Office equipment	2,458	3,518
Software	1,737	390
Sundry expenses	272	328
	<u>8,528</u>	<u>7,607</u>
	<u>75,759</u>	<u>69,596</u>

Independent examiner's report to the trustees of "Bury Drop In"

I report on the accounts of the Trust for the year ended 31st August 2023

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not for this year under section 144(2) of the Charities Act and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in general directions given by the commission under section 145(5)(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

In connection with my examination, no matter has come to my attention.

Name: Amanda Marks

Date: 25th June 2024

BURY DROP IN

England & Wales - Charity number 1165258

Accounts



Bury Drop In – Annual Report 2021/22

BDI Registered Office: Office B, Hoste House, United Reformed Church, Whiting Street, Bury St Edmunds IP33 1NR

info@burydropin.org

Registered Charity 1165258

Bank: Lloyds Bank

Trustees (as at July 2022)

Rev Robert Green (Chairman)
Mr David Frank Bonnett
Mrs Diane Ruddock (Secretary)
Mr Nigel Johnson (Treasurer)
Mrs Jacqueline Burnett
Mrs Anthea Marshall,
Mr Richard Minns
Mr Michael Ryall

Charitable Object:

The objects of the CIO are:

To advance the Christian faith for the benefit of the public in Bury St Edmunds, Suffolk and surrounding districts and in other parts of the United Kingdom or the world as the trustees may from time to time think fit, particularly, but not exclusively by means of providing a warm, safe and welcoming haven where hot meals and drinks are served and where a variety of agencies and individuals can be on hand to offer befriending plus advice on housing, debt and benefits or help with problems including drug and alcohol issues and to fulfil such other purposes which are exclusively charitable work of the charity.

Organisational Structure and Decision- making process

The management team, chaired by the Chairman has oversight of the organisation. The General Manager, Sabine Dornbusch, has operational management of the day-to day activities of the Bury Drop In. Communications and HR Manager, Ally Gill, is responsible for overseeing and managing the organisation's administration, marketing and public relations, volunteer recruitment and fundraising activities.

Each Trustee or manager has responsibility for an aspect of the organisation (e.g., Catering, safeguarding, training, funding, human resources etc) and works with a team of volunteers to achieve the charitable object of the Bury Drop In

Objectives

Bury Drop In has been open since September 2015. Sessions take place on Tuesday's and Fridays from 11am – 1.30pm.

We began the work, as a 'signposting service' a place where those in need, mainly the homeless, could be directed to find the help and resources they needed. The guests registered on arrival and were welcomed. They help themselves to a hot or cold drink and pastries and cakes. Volunteers were available to talk through any issues they may have or to direct them to one of the agencies attending the session who may be able to help.

Over the years we have partnered with many organisations to achieve our objective. Having pressed the 'reset button' during the summer of 2021 and prepared for the reopening of in-person sessions with a new vision and mission statement in place, we began re-registering guests in September 2021. At that time, we had decided to have one session set aside for homeless guests with the other open to all guests (including those who had been housed). As noted in the previous report, some volunteers were unconvinced that this would be successful, and they were right!

Activities

i) Employment

In September 2021 Robert Green officially took up the role of Chairman of Trustees following David Bonnett stepping down as CEO. In October Sabine Dornbusch was appointed as General Manager as part of the outworking of the renewed vision.

Sabine completed the probationary period and has now been with BDI for just over a year developing the depth and reach of the drop in, liaising with other organisations and agencies, receiving relevant training and contributing to the professional standing of the drop in.

ii) Volunteers

Not all volunteers returned after the pandemic. Some people's circumstances had changed and others had moved on to other activities.

However, along with the strong core of existing volunteers, we have had a steady stream of new volunteers being recruited to the drop in, receiving induction training, DBS checks and becoming a regular part of the drop in family.

This success in attracting new volunteers is in large part due to the promotional work of Ally Gill heading up our online presence. It has been a special joy to have students from West Suffolk College working with us as part of their work placements.

iii) Continuing Partnerships

We are delighted that we continue to work in partnership with West Suffolk Council, the rough sleeper team, health outreach etc. We have also worked with UEA in a smoking cessation study, the Terence Higgins Trust, local foodbanks, a launderette, Salvation Army, Narcotics Annon, Women's Refuge etc. Bury Drop In enjoys the support of local councillors and other officers including the High Sheriff who paid a visit on Oct 4th 2022. BDI is a grateful recipient of grants that, among other things, enables us to employ Ally and Sabine.

The generosity of churches, individuals and local businesses mean that, for now, the drop in is on a sound financial footing but with increased expenses of salaries and rental of Trinity Methodist Church, we are mindful of the challenges ahead. We value the partnership we have with local churches, supermarkets and businesses from where so many super volunteers are drawn.

At the time of writing we are preparing a stall for the Christmas lights switch on charity event in Bury St Edmunds (Nov 17th 2022) reminding us of the generous support of the public and the 'Looking for Change' initiative.

Vision and Strategy

We continue to work with the vision and strategy that was worked through during the summer of 2021. The General Manager was appointed in October 2021 and Robert Green took on the role of chairman of trustees. Other managers and Trustees have continued in their responsibilities.

We try to ensure that managers meetings under the direction of the General Manager oversee the day to day running of Bury Drop In while Trustee meetings have a broader strategic outlook.

Achievements and Performance

i) General

When sessions reopened in October 2021 numbers of guests were low which, in some respects, was helpful as we were able to give focussed attention to the complex needs of guests. As the weeks went by, we were registering new guests week-by-week and at the time of writing we have over 90 guests registered with a typical attendance being 30 to 35 at any one session (not including Table 1). The differentiation between Friday and Tuesday sessions was not welcomed by guests and some volunteers were uneasy. A key issue that emerged was that guests who had been housed were likely to be more isolated and less well supported by other agencies. This approach was reversed and all guests are now equally welcomed to all sessions.

ii) Remembering

We were warmly welcomed at St Edmundsbury Cathedral on September 18th for a special Sung Evensong at which Robert Green preached. It was a celebration of another year of service, and we remembered those of the drop in family who had died the previous year. We are grateful to the Cathedral and the Dean, Rev Joe Hawes for hosting the service.

iii) Table 1

Table 1 continues as a development of BDI with the oversight of Ally Gill. Realised Futures ended their partnership as the group was too small to meet their criteria. currently meeting at Whiting Street URC. This group is effectively a self-help group with strong friendships and self-determination. With diminishing numbers and no real success in BDI guests transitioning to Table 1, this group is under review.

We record in some detail the activities of the Drop In in order to capture an assessment of the impact the organisation is having and its value to the local community

Financial Review

The Charity Trustees review the finances of the organisation regularly and have enough funds in hand for a minimum of 6 months of operational costs. During the pandemic our financial outgoings were more modest and a significant surplus accumulated (£83,000 Nov 2021). Since then, our annual running costs have jumped from around £35,000 to nearer £71,000. At the time of writing the account balance is around £45,000. In the current financial climate, we recognise the need to monitor finances carefully and take steps to ensure that funding meets current needs. To that end a meeting of Trustees is planned (7th Nov) to address these and other issues and review projected expenses and income from grants that have been sought. We will also consider other strategies for improving the financial outlook.

The Drop In continues to seek and receive funding in terms of financial support from community and church-based organisations. Although a Christian organisation we receive active support from other faith groups and individuals. We receive active support from Local Government and local businesses. In addition to financial support many of the local businesses actively support us with gifts of food and produce which contributes in a large measure to enable us to keep our costs low.

As a Christian organisation we acknowledge the goodness of God in providing generously for the drop in and we pray and are confident He will provide what is necessary.

Future planning

There will doubtless be challenges ahead as we look towards another winter with the cost-of-living crisis a critical issue for homeless and vulnerably housed people. Local authorities continue to do a fantastic job of responding to the issue of homelessness, the problem hasn't gone away. There will always be people with complex needs who are hard to help and don't fit into the programmes available who are vulnerable to streethomelessness. To some extent the local response to homelessness is shaped by national governmental decision which are always changing.

On the watch-list of BDI are the needs of women guests and homelessness among families. Although BDI isn't specifically set up for family work, we have encountered parents and children. Is there a role for a BDI family session? Perhaps.

As we look forward to 2022/23 there are a number of areas we would like to develop:

- To set up a coffee morning for women guests in cooperation with women's aid.
- To continue to develop and train our volunteer base
- To continue development of strategic plan for 2021-2023
- To address funding so that the organisation remains on a strong financial footing.
- To demonstrate the effectiveness of the Bury Drop In and what a difference it is making in the community.

Registered number
1165258

Bury Drop In
Report and Accounts
31 August 2022

Bury Drop In
Registered number: 1165258
Trustees' Report

The trustees present their report and accounts for the year ended 31 August 2022.

Principal activities

The company's principal activity during the year continued to be to serve the homeless and vulnerable

Trustees

The following persons served as trustees during the year:

Rev R W B Green
J T Tyrell
D F Bonnett
D M Ruddock
A J Marshall
N Johnson
M R Ryall
R J Minns
J A Burnett

This report was approved by the trustees on 19 May 2023 and signed on its behalf.

D M Ruddock
Trustee

Bury Drop In Accountants' Report

Accountants' report to the directors of Bury Drop In

You consider that the company is exempt from an audit for the year ended 31 August 2022. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Johnson and Co Accountants
Accountants

30a High Street
Soham
Ely
Cambs
CB7 5JH

19 May 2023

**Bury Drop In
Income and Expenditure Account
for the year ended 31 August 2022**

	Notes	2022 £	2021 £
Income		68,151	40,879
Direct costs		(1,970)	(1,423)
Gross surplus		<u>66,181</u>	<u>39,456</u>
Administrative expenses		(69,653)	(33,160)
Operating (deficit)/surplus		<u>(3,472)</u>	<u>6,296</u>
(Deficit)/surplus on ordinary activities before taxation		<u>(3,472)</u>	<u>6,296</u>
Tax on (loss)/profit on ordinary activities		-	-
(Deficit)/surplus for the financial year		<u>(3,472)</u>	<u>6,296</u>

**Bury Drop In
Balance Sheet
as at 31 August 2022**

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	2	2,812	2,812
Current assets			
Cash at bank and in hand		55,406	58,878
Net current assets		55,406	58,878
Net assets		58,218	61,690
Capital and reserves			
Retained surplus account	3	58,218	61,690
Retained funds		58,218	61,690

The trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

R W B Green
Trustee
Approved by the board on 19 May 2023

Bury Drop In
Detailed profit and loss account
for the year ended 31 August 2022

	2022	2021
	£	£
Sales		
Income	<u>68,151</u>	<u>40,879</u>
Cost of sales		
Food	1,637	954
Equipment	196	2
Catering sundries	<u>137</u>	<u>467</u>
	<u>1,970</u>	<u>1,423</u>
Administrative expenses		
Employee costs:		
Wages and salaries	39,438	16,763
Pensions	1,306	1,887
Looking for change	7,946	7,044
Staff training and welfare	914	69
Travel and subsistence	-	454
Health and safety	<u>49</u>	<u>-</u>
	<u>49,653</u>	<u>26,217</u>
Premises costs:		
Rent	10,872	416
Rates	348	348
Light and heat	531	113
Cleaning	585	151
Health and safety	<u>-</u>	<u>22</u>
	<u>12,336</u>	<u>1,050</u>
General administrative expenses:		
Stall and events	643	-
Stationery and printing	886	33
Telephone	1,304	891
Donations and Gifts	57	1,156
Just giving	72	-
Insurance	466	466
Meetings	-	144
Office equipment	3,518	2,397
Software	390	441
Sundry expenses	<u>328</u>	<u>365</u>
	<u>7,664</u>	<u>5,893</u>
	<u>69,653</u>	<u>33,160</u>

Independent examiner's report to the trustees of "Bury Drop In"

I report on the accounts of the Trust for the year ended 31st August 2022

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not for this year under section 144(2) of the Charities Act and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in general directions given by the commission under section 145(5)(b) of the 2011 Act;
- To state whether particular matters have come to my attention.

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

In connection with my examination, no matter has come to my attention.

Name: Amanda Marks

Date: 25th February 2023

BURY DROP IN

England & Wales - Charity number 1165258

Accounts



Bury Drop In – Annual Report 2020/21

BDI Registered Office:

Office B, Hoste House,
United Reformed Church,
Whiting Street,
Bury St Edmunds IP33 1NR

Email: theburydropin@btconnect.com

Registered Charity 1165258 B

Bank: Lloyds Bank

Trustees (as at July 2021)

Rev Robert Green (Chairman)
Mr David Frank Bonnett
Mrs Diane Ruddock (Secretary)
Mr Nigel Johnson (Treasurer)
Mrs Jacqueline Burnett
Mrs Anthea Marshall,
Mr Richard Minns
Mr Michael Ryall

Charitable Object:

The objects of the CIO are:

To advance the Christian faith for the benefit of the public in Bury St Edmunds, Suffolk and surrounding districts and in other parts of the United Kingdom or the world as the trustees may from time to time think fit, particularly, but not exclusively by means of providing a warm, safe and welcoming haven where hot meals and drinks are served and where a variety of agencies and individuals can be on hand to offer befriending plus advice on housing, debt and benefits or help with problems including drug and alcohol issues and to fulfil such other purposes which are exclusively charitable work of the charity.

Organisational Structure and Decision- making process

The management team, chaired by the Chairman has oversight of the organisation. Acting as CEO he also has operational management of the day-to day activities of the Bury Drop In. A permanent, part time, charity co-ordinator oversees the behind the scenes running of the BDI charity

Each Trustee or manager has responsibility for an aspect of the organisation (eg Catering, safeguarding, training, funding, human resources etc) and works with a team of volunteers to achieve the charitable object of the Bury Drop In

Objectives

Bury Drop In has been open since September 2015, with sessions taking place on Tuesday's and Fridays from 11am – 2pm. Up until 'lockdown' the numbers continued to increase with new guests registering at each session. Although we are saddened by the continuing need for the services we offer, it is good to see actual evidence of some of our core principles in action!

We began the work, proclaiming ourselves as 'A signposting service' a place where those in need, mainly the homeless, could be directed to find the help and resources they needed. The guests registered on arrival and were welcomed. They help themselves to a hot or cold drink and pastries and cakes. Volunteers were available to talk through any issues they may have or to direct them to one of the agencies attending the session who may be able to help.

Over the years we have partnered with many organisations to realise and achieve this objective.

Today we have different agencies and organisations attending the Drop In sessions, but the core aim is still being fulfilled and achieved.

We have seen some of the long term homeless finally, and after much heartache, be offered their own space. We have facilitated the basic items they need to furnish their new home through generous donations from our supporters and through monies raised by the Looking for Change initiative.

The Drop In continues to seek and receive funding in terms of financial support from community and church based organisations. Although a Christian organisation we receive active support from other faith groups and individuals. We receive active support from Local Government and local businesses. In addition to financial support many of the local businesses actively support us with gifts of food and produce which contributes in a large measure to enable us to keep our costs low.

As a Christian organisation we give thanks to God for the work that has been ongoing through the pandemic and trust Him for the future

Activities

Due to the Coronavirus pandemic we had to close the doors in March 2020. However, we formulated the idea of texting our guests regularly to keep in contact. Our Charity Coordinator found a virtual platform service called TextMagic which enables users to keep in touch with our guests by sending texts and calling them over the internet from a dedicated virtual number. There are a team of volunteers who man this. TextMagic has been well received by all.

During this time the West Suffolk rough sleeper team made strong efforts to provide emergency homes during the pandemic; Portacabins were installed on council owned land in July, the cabins include a shower room and toilet. Bury Drop In provides essential items, and we deliver hot food twice a week.

We were also able to keep in touch with volunteers during this time by holding a weekly Zoom coffee mornings

Vision and Strategy

It was decided to take the opportunity to refine the vision and strategy of the BDI during the enforced closure due to 'lockdown'.

Discussion about the direction BDI would develop post-pandemic was responding to the challenge of the 'success' of the drop in in terms of numbers. With 60+ guests attending typical sessions, it was difficult to address some of the complex needs of homelessness.

Important work was undertaken by a sub-committee which has led to a decision to distinguish the Tuesday session for people who are homeless or vulnerably housed and the Friday session aimed at supporting guests once they are housed, but will benefit from ongoing support.

In order to start implementing the new vision/strategy and resume sessions, a great deal of work needed to be done. The registration process was re-vamped with a bespoke GDPR compliant computer programme.

The BDI is due to open again in early October

Achievements and Performance

All volunteers have been contacted and about 40 are planning to return when BDI is able to reopen. Training in positive communication will be delivered by Realised Futures. Guests will be contacted during September and invited to re-register and work out which of the sessions would best suit their circumstances.

A lot of work has happened behind the scenes re-vamping our documentation, employment policies, the way sessions operate, catering, promotion etc, etc.

We record in some detail the activities of the Drop In in order to capture an assessment of the impact the organisation is having and its value to the local community.

This year has seen many challenges due to the impact of Coronavirus. Sadly during this lockdown period three of our guests have passed away. (It is hoped to hold a memorial service for them when we are allowed to meet again).

Bury Drop In has attracted significant local media interest, and since the beginning of the pandemic has been inundated with enquiries via website, email and social media platforms. Our charity coordinator has been communicating with individuals, local charities and organisations who need or want to help such as guests who require emergency food vouchers, essential items and coordinating the many offers of donations including furniture.

We publish our own newsletter aimed at supporters and other interested parties. Our media profile continues and has certainly contributed to volunteers coming forward and financial support. Regular presence of agencies is a key strength of the Drop In.

The appointment of a Rough sleeper prevention workers by the Housing department has been a great asset. The team have made strong efforts to provide emergency homes during the pandemic. Portacabins have been installed on council owned land and Bury Drop In provides essential items and also deliver hot food twice a week.

We continue to be a centre for the work among the homeless in our community and are delighted to partner with other agencies to share the burden. Realised Futures have partnered with us on some previous occasions, recently having an artist with us on a Tuesday for many weeks, encouraging the guests to try their hand at art in various forms.

We recently became involved with the Bury Food Cooperative, started by the Bury Rickshaw. The group is made up of charities and organisations in Bury making sure food doesn't go to waste. The Bury Drop In supplies donated food to the food banks, Gatehouse, Vineyard, Best before project, School breakfast club and others.

This is an excellent example of charities working together to help the less fortunate in our community.

Our cooperation with some of the agencies evolves and one of these is the Community Dental Service.

Once a month a mobile clinic has been parked nearby and homeless guests are able to have referral to this clinic there and then. Further treatment will be followed up either at the mobile clinic the next week or at the Dental Services Surgery by appointment. This can have a dramatic effect on the oral health of those sleeping rough

It is a delight to see how many of our wonderful volunteers go 'the extra mile' to help and support the guests.

We continue to thank God for His grace and blessings each week.

Financial Review

The Charity Trustees review the finances of the organisation regularly and have enough funds in hand for a minimum of 6 months of operational costs. This is encouraging even with increasing numbers at all sessions. A set of accounts is attached to this report.

Future planning

What might the future hold? It's hard to say but there will doubtless be challenges ahead as we look towards the winter months. Although the local authorities have done a fantastic job of responding to the issue of homelessness during the pandemic reducing street homelessness to just a few, the problem hasn't gone away.

There will always be people with complex needs who are hard to help and don't fit into the programmes available who are vulnerable to street homelessness. To some extent the local response to homelessness is shaped by national governmental decision which are always changing.

Recently we have been able to reinstate relationships with the leisure centre for showers and a laundrette for clothes washing. These and other similar partnerships will benefit BDI guests.

One factor that's on the watch-list is homelessness that impacts families when people can no longer pay rent or other crises cause people's lives to spiral out of control. Although BDI isn't specifically set up for family work, we have encountered parents and children. Is there a role for a BDI family session? Perhaps.

As we look forward to 2021/22 there are a number of areas we would like to develop:

- To appoint a General Manager
- To continue to develop and train our volunteer base
- To continue development of strategic plan for 2021-2023
- Partner with a mental health specialist who will actively engage with our guests during BDI session
- To demonstrate the effectiveness of the Bury Drop In and what a difference it is making in the community