



## 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](mailto: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 4<sup>th</sup> 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 17<sup>th</sup> 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 18<sup>th</sup> 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 (7<sup>th</sup> 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****Trusteess' Report**

The trusteeess 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**

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

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

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

	<b>2022</b> £	<b>2021</b> £
<b>Sales</b>		
Income	68,151	40,879
<b>Cost of sales</b>		
Food	1,637	954
Equipment	196	2
Catering sundries	137	467
	<u>1,970</u>	<u>1,423</u>
<b>Administrative expenses</b>		
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	49	-
	<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	-	22
	<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	328	365
	<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 31<sup>st</sup> 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: 25<sup>th</sup> February 2023