



CHARITY COMMISSION
FOR ENGLAND AND WALES

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> |

| | | |
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| | | <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.</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 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.</p> <p>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.</p> <p>Events and visits include:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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</p> |
|--|--|--|

| | | |
|--|--|---|
| | | <p>hugely valuable and we are delighted that she continues as a volunteer.</p> <p>In the months since the 2023-2026 Vision and Strategy was devised and published progress is being made on a number of the aims:</p> <p>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.</p> <p>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 <i>good</i> 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.</p> <p>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.</p> <p>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.</p> <p>Dental care Dental care is due to be delivered in October/December 2023</p> |
|--|--|---|

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| | | <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 |
| | |

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 | | Trustee Board |
| 3 | David Sutherland | Charity Secretary | | Trustee Board |
| 4 | Anthea Marshall | | | Trustee Board |
| 5 | Richard Minns | | | 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 | | | | |
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| 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 |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

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****Trusteess' Report**

The trusteeess 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 | <u>569</u> | <u>585</u> |
| | <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 | <u>272</u> | <u>328</u> |
| | <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