



CHARITY COMMISSION
FOR ENGLAND AND WALES

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	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 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
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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

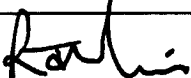

Other optional information

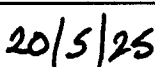
None

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 

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

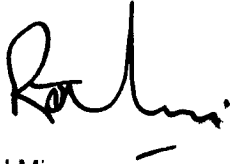
The company's principal activity during the year continued to be to serve the homeless and vulnerable

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 20/5/24 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		45,387	54,136
Net assets		45,387	54,136
Capital and reserves			
Retained surplus account		45,387	54,136
Retained funds		45,387	54,136

R W B Green
Trustee
Approved by the board on

R.W.B. Green