



CHARITY COMMISSION
FOR ENGLAND AND WALES

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>

	<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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Events and visits include:</p> <ul style="list-style-type: none">• 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 Sheriff.• Visit of Peter Prinsley MP• 10th Anniversary service at Garland St Baptist Church 11th May• Radio West Suffolk – interview with BDI Chairman 11th August. <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. We also contribute to a 'Thought For The Week' column in the Bury Free Press.</p> <p>Since the 2023-2026 Vision and Strategy was written, progress continues to be made on a number of the fronts:</p> <p>Financial resilience</p> <p>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.</p> <p>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.</p> <p>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.</p>
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		<p>Full details are in our annual financial report. We remain optimistic and confident in our Christian hope that funding will be adequate.</p> <p>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.</p> <p>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.</p> <p>Review and clarify roles We have key role descriptions for different volunteer and trustee tasks to help everyone play their part in the team.</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>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.</p> <p>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.</p> <p>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.</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	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				
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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	Richard John Minks
Full name(s)	ROBERT WB GREEN	RICHARD JOHN MINKS
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 Burnett

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

A handwritten signature in black ink, appearing to read 'R J Minns', with a horizontal line underneath.

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

R.W.B. Green

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**