

THE PETERBOROUGH SOUP KITCHEN

England & Wales · Charity number 1172557

Details

Status Registered

Legal form CIO

Registered 2017-04-12

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

Contact

Address PO Box 245
Peterborough
PE3 9DW

Phone 01733315456

Email enquiries@peterboroughsoupkitchen.org.uk

Website www.peterboroughsoupkitchen.org.uk

Activities

Objects: TO PROMOTE ANY CHARITABLE PURPOSES FOR THE BENEFIT OF PEOPLE WHO ARE IN NEED, HARDSHIP OR DISTRESS IN PETERBOROUGH.

Activities: Peterborough Soup Kitchen is a local charity for homeless and disadvantaged people from in and around the city. Our aim is to ensure that anybody who turns up at our serving van receives hot soup, food and drinks throughout the year, whatever the weather conditions

Classification

- **How:** Other Charitable Activities
- **What:** The Prevention Or Relief Of Poverty
- **Who:** Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, The General Public/mankind

Geography

- Peterborough City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£48,371	£53,415	-	-
2023-12-31	£45,071	£44,893	-	-
2022-12-31	£64,544	£43,319	-	-
2021-12-31	£43,970	£56,390	-	-
2020-12-31	£47,274	£28,816	-	-

Trustees

Name	Role	Appointed
MAXINE DRAKE MS	Chair	2021-10-21
Fiona Sinclair Winchester		2021-10-21
Maryana Stevens		2024-11-18
Rebecca Tyler		2022-09-22
Ricky Barsby		2022-09-22

THE PETERBOROUGH SOUP KITCHEN

England & Wales - Charity number 1172557

Accounts

PETERBOROUGH SOUP KITCHEN

Feeding the homeless and disadvantaged



Minutes of AGM Monday 18th November 2024

	AGENDA ITEM																																																								
1	<p>Welcome:</p> <p>The Chair welcomed everybody, and everyone introduced themselves.</p> <p>Attendees: Maxine Drake (MD), Beccy Tyler (BT), Ricky Barsby (RB1), Fiona Winchester (FW), Dave Ribakovs (DR), Sharron Eddings (SE), Gordon Tyler (GT), Sean Jones (SJ), Michelle Collins (MC), Teresa Capone (TC), Lewis Tasker (LT), Sean Brooker (SB), Kye Ellis (KE), Richard Burgess (RB2), Maryana Stevens (MS) and Odette Gould (OG).</p> <p>Apologies from Kevin Browne (KB), John Dolan (JD), John Freeman (JF) and Leanne Dales (LD).</p> <p>Meeting commenced at 19:01.</p>																																																								
2	<p>Review of Previous Minutes from AGM November 2023:</p> <p>Everyone agreed with the previous minutes and no corrections needed to be made.</p> <p>Approved Poll 100%.</p>																																																								
3	<p>Chair's Report by Maxine Drake:</p> <p>Overview</p> <p>The objectives of Peterborough Soup Kitchen are to support people who are homeless or disadvantaged in Peterborough, which is achieved via the daily service at Acland Street/Brewery Tap car park.</p> <p>This year we have seen an increase in the number of clients using the service as well as sadly, the number of families with children. This year we anticipate the volume of clients to exceed 22,000.</p> <table border="1" data-bbox="172 1615 1508 1742"> <thead> <tr> <th>2022 Figures</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2022 - Clients</td> <td>1,025</td> <td>822</td> <td>962</td> <td>1,017</td> <td>1,133</td> <td>1,183</td> <td>1,058</td> <td>1,230</td> <td>1,393</td> <td>1,270</td> <td>1,089</td> <td>1,008</td> <td>13,190</td> </tr> <tr> <td>2023 - Clients</td> <td>1,251</td> <td>1,342</td> <td>1,522</td> <td>1,513</td> <td>1,453</td> <td>1,549</td> <td>1,796</td> <td>1,903</td> <td>1,738</td> <td>1,538</td> <td>1,230</td> <td>1,304</td> <td>18,139</td> </tr> <tr> <td>2024 - Clients</td> <td>1,619</td> <td>1,369</td> <td>1,851</td> <td>1,870</td> <td>1,973</td> <td>1,783</td> <td>2,014</td> <td>2,013</td> <td>1,937</td> <td>1,895</td> <td></td> <td></td> <td>18,324</td> </tr> </tbody> </table> <p>As well as the daily service we have continued to support two local primary schools with breakfast club but may discontinue that in 2025 as our donations have been on a downward trend this year. Our monthly outgoings are now exceeding our monthly income, so we are slowly eating away at our bank balance.</p> <p>We continue to support other charitable causes where we can with any excess stocks we have or are unable to use, Outside links, Salvation Army, and the Light Project, building strong relationships with other organisations with similar goals as our own.</p> <p>As we continue to support other charitable organisations, we in turn continued to be grateful of the organisations that continue to support us, allowing us to serve hot food seven days a week. The local</p>	2022 Figures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	2022 - Clients	1,025	822	962	1,017	1,133	1,183	1,058	1,230	1,393	1,270	1,089	1,008	13,190	2023 - Clients	1,251	1,342	1,522	1,513	1,453	1,549	1,796	1,903	1,738	1,538	1,230	1,304	18,139	2024 - Clients	1,619	1,369	1,851	1,870	1,973	1,783	2,014	2,013	1,937	1,895			18,324
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food bank has again been very supportive this year with donations of soft drinks and chocolate which is extremely popular with our clients, Bakkavor who are still very generous with the soup and pasta sauces, Pukka Pies whose pies are much loved by the clients, especially on a cold winter's day. Plants of Bainton continue to support us supplying farm fresh eggs weekly, allowing us to make fresh daily sandwich fillings.

This year Grasmere Farms started donating and on a weekly basis send sausage rolls, ham, bacon, and sausages which are well received by our clients. British Sugar have also started to donate sugar.

We are very thankful to the local companies that support us as we would not be able to offer the variety of good food if it weren't for their support, and to our logistics team, who do a fantastic job making sure everything runs smoothly week after week for the teams out on service.

With the kindness of GP Print we were able to celebrate Volunteers week in June with a small token of our appreciation for our volunteers, to whom none of this would be possible, The Trustees would like to say thank you, as the time you dedicate to ensuring our clients are well fed day after day regardless of the weather, is amazing.

There were no questions.

Poll accepting report 100%.

4 Treasurer's Report by Odette Gould:

Donations from individuals are down this year at 66% of the average for the last 6 years. The spike in February includes £17,850 from a lottery grant. This brings us to 35% above the average. The grant was used to purchase soup kitchen equipment, sleeping bags as well as 9 months of rent.

Expenditure for the YTD is £50.4k, with 74% of expenses being spent on food, kitchen equipment, rent and premises. As the lottery grant had to be spent by the end of the 23/24 tax year, the actual spending from donations was £18k. For comparison, 2023 expenditure was £40.5k up to October. There are no large purchases expected for the rest of the year.

Sum of expenditure		Month									
Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Grand Total
Grand Total	7,533	5,147	8,242	4,364	4,247	2,755	3,270	8,090	3,169	3,574	50,391

Sum of income		Month									
Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Grand Total
Grand Total	3,586	20,601	945	866	1,941	1,235	2,739	1,134	1,836	1,459	36,342

Cash at Hand as of October 2024

Metro Saver Account	£32,576.21
Current Account	£32,302.05
Virgin Money	£18,331.79

Total £83,210.05

a. Appointment of Auditors

We would like to thank Trevor French of Joynson's Accountants for again certifying our accounts free of charge.

I propose that Trevor French be re-appointed to certify the accounts next year.

There were no questions.

Poll accepting report 100%.

5 Company Secretary's Report by Beccy Tyler:

As Company Secretary I have ensured all the admin has been kept up to date. I complete all our monthly meeting minutes within 24 hours of the meeting, and these are filed and placed on the shelf for all our volunteers to read. Every month I go through the daily logbooks and compile a monthly summary which is reviewed and signed off, and any actions needed are implemented. I now solely manage the mobile phone for the kitchen, dealing with enquiries and delegating them where needed, and help deal with the several emails we receive on a weekly basis.

In May, we turned the smallest store room into an office which has been a great asset to the premises. I have also enjoyed being the decoration queen for the past year, and hope everyone has enjoyed the decorations too.

There were no questions.

Approved Poll 100%.

6 Membership Report November 2023 – October 2024 by Ricky Barsby:

We now have one hundred and sixty-five members, which is a decrease of five versus last year.

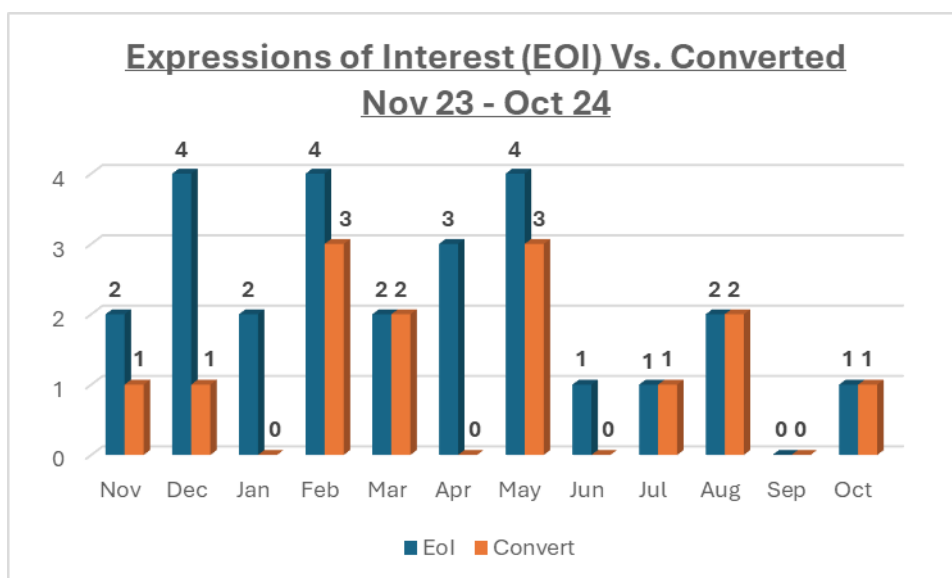
Of these:

One hundred and thirty-four are allocated across our twenty-seven teams. **NB.** One of our twenty-eight teams is now a 'Trustee team' reserved for organisations to volunteer ad-hoc, so has no permanent volunteers allocated.

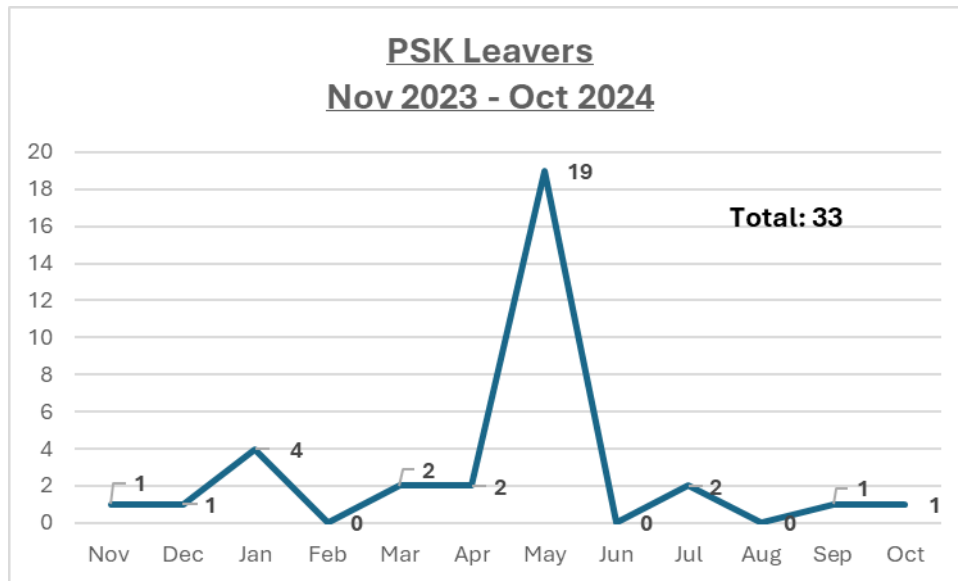
Thirty are on the 'Permanent Reserve' list.

One is on the 'Waiting' list.

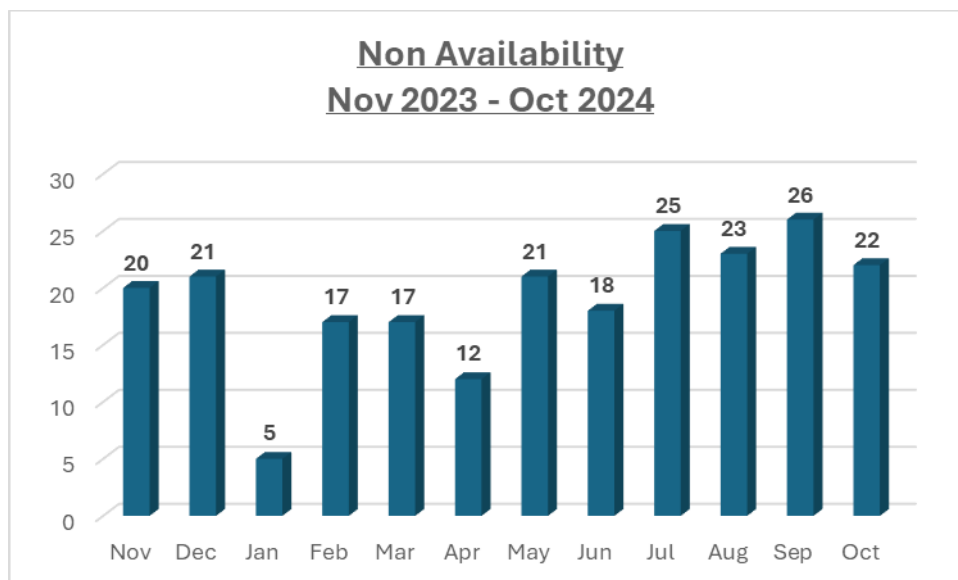
We had twenty-six people enquire (Expressions of Interest) to become volunteers with us. Of these, fourteen applied and became (Converted) volunteers. This equates to a conversion rate of 54%.



During the period November 2023 to October 2024 inclusive thirty-three volunteers left the soup kitchen, which is one more than the thirty-two reported at last year's AGM for the period September 2022 to October 2023 inclusive.



Each month, volunteer non availability is recorded. The numbers below are a combination of team vacancies and volunteers who cannot make their allocated team shift due to various absence reasons. For this reporting period, there were two hundred and twenty-seven instances of these which required covering.



Membership Stats

Of the current 165 members...

58 are male and 107 are female this equates to Males 35% and Females 65%.

Average male age is 47, average female age is 48.

Of those that provided their date of birth, our oldest member is 73 (male) with the youngest being 18 (male).

	<p>There were no questions.</p> <p>Poll accepting report 100%.</p>
<p>7</p>	<p>Fundraising and Grants Report by Maxine Drake:</p> <p>We have been fortunate that we have been in a position in the past to not need to generate funds from fundraising, but one of our volunteers did apply for a grant from the National Lottery Cost of Living Fund, of which we were awarded £18,000. This allowed us to purchase kitchen equipment, racking and increase the provision of items to our Clients, as well as pay for the rent. We also purchased tents and sleeping bags for Clients on the streets.</p> <p>Without this grant our income would have been around £21,000 for the year, which is half of what we normally receive.</p> <p>We are now in position where we are spending more each month that we have as income and will need to review our 2025 plans carefully to see if there are grants that we can apply for.</p> <p>There were no questions.</p> <p>Poll accepting report 100%.</p>
<p>8</p>	<p>Logistics Report by Dave Ribakovs:</p> <p>I want to take this opportunity to thank our logistic support team who have been brilliant to ensure shelves are filled, fridge stocked, and sandwich fillers freshly prepared for every shift throughout the week.</p> <p>Also want to thank every one of our volunteers for the work you do in supporting this by following the daily labelled items to use for your shift.</p> <p>We continue to cater for 70 each evening service, which with the time restraints in preparation is really our maximum number we can cater for, but we will continue to have the emergency crate available for any extra numbers on any given evening with pot noodles, cup-a-soup, sweet treats and crisps available.</p> <p>We've received many positive comments regarding the regular pasta night, which we intend to continue and is of no added cost to us at this time.</p> <p>During the course of the past year, we have formed a trustee team (22) and carry out a regular evening shift and use this to invite 3 or 4 keen individuals from companies, clubs and other charities to see and experience what we do and why we do it.</p> <p>Without exception, everyone who has come through the door has been in awe of our dedication and commitment.</p> <ul style="list-style-type: none"> • Bidford Foods • NHS • Deeping Tennis Club • Tesco's • Food Bank • Hegarty Solicitors <p>With incoming funds on the decline, we felt a need to put together a list of products and the annual</p>

	<p>cost against these to send out on a regular basis through our contacts, newsletters and social media in the hope of gaining sponsorship to further reduce our expenditure.</p> <p>There were no questions.</p> <p>Poll accepting report 100%.</p> <p>Partnerships Report by Dave Ribakovs:</p> <p>We continue to work closely with other charities and organisations listed below to develop closer relationships. Supporting one another with food donations, toiletries, hats, gloves, and scarves where certain items can be best utilised.</p> <ul style="list-style-type: none"> • Peterborough Food Bank • Outside Links • Light Project • Salvation Army – Trussel Trust • Helping Our Ukraine Friends <p>There were no questions.</p> <p>Poll accepting report 100%.</p>
9	<p>Supplies Report by Kevin Browne (Read by Dave Ribakovs):</p> <p>Bakkavor are still experiencing issues due to industrial action. They are endeavouring to fulfil our volume request. However, the flavours and mix might be different.</p> <p>Nathan has taken over the ordering of supplies.</p> <p>This year we lost Master Roast and gained Grasmere Farms and British Sugar.</p> <p>There were no questions.</p> <p>Poll accepting report 100%.</p>
10	<p>Vehicles Report by Paul Berry (Read by Maxine Drake):</p> <p>Both Vehicles are being washed once a month, usually at the beginning. Service van replenished and maintenance checked weekly. Both vans refuelled as required. Both due servicing and MOT in January. Tax on Service Van due 1st February 2025 and tax on Chiller Van due 1st August 2025.</p> <p>Both vehicles have good tyres and overall, in a reasonable state.</p> <p>Measures have been taken in the last 12 months to reduce accidents. Following the failure of several reversing sensors on the service van, the system has been replaced with a reversing camera and both vehicles have been fitted with dash cams. We now carry out more intense driver training, the gate posts have been painted florescent yellow and the wall at the kitchen reversing area painted with florescent paint.</p> <p>There were no questions.</p>

Poll accepting report 100%.

11 Election of Officers:

Sadly, we are saying goodbye to two of our Trustees. Both Odette Gould (Treasurer) and Kevin Browne (Head of Supplies) are stepping down after years of hard work and dedication, and we thank them for everything they have done to support the Soup Kitchen.

With your support we would like to nominate a new Trustee to the position of Treasurer.

Position	Name	Voted
Treasurer	Maryana Stevens	100%

On behalf of the Trustees (new and old) and I am sure our Clients, we would like to say once again a huge thank you to everyone for making the Soup Kitchen a fabulous place.

Q&A's:

- LT asked what happened in May with regards to the leavers. RB1 advised he went through the permanent reserves list and any volunteers who had not volunteered for several months were contacted and if no response were removed from the list.
- TC stated the cleanliness of the premises is getting worse and worse. TC appreciates it is hard for the volunteers to keep the place clean but there is no consistency and suggested we should set up a deep cleaning team. MD advised the kitchen does have a deep clean once a year, and the ovens are cleaned every six months, which can be looked into to increase to every 3 months, but we have to be conscious of costs. We have advertised a few times for volunteers to help with the cleaning, with no success. The Tuesday Logistics Team do cleaning every week, which includes cleaning the floors. It was agreed for this to be on the agenda for the next Trustee meeting to be discussed further, looking into the proposed suggestions of cleaning training packs, spot checks and the Team Leader responsibilities/meetings. The feedback from the meeting will be available in the minutes from the meeting, which can be found in the minutes folder at the end of the shelf in the back room.
- SB asked is there a set place to park the van for service in the car park. DR advised the Peterborough City Council (PCC) have said they will mark out a space for us, but we are still waiting for this to happen. On discussion, it was made clear that it was confusing about where the set space is so we will get clarification from the PCC and communicate this out in the future.
- TC stated she has volunteered for the kitchen for 10 years and does not feel as appreciated as she used too, for example a coffee maker being placed in the kitchen which may only be used by certain people. MD stated this for everyone's use, sadly we are unable to provide the coffee pods for everyone due to costs, but we are happy for volunteers to bring in their own pods to use it, and instructions will be placed nearby. MD stated the kitchen never used to celebrate Volunteer's Week, but we have done now for the past 2 years. TC stated there is a lack of communication and the Trustees need to show more trust. MD advised we have tried several times to hold Team Leader Meetings to help with the communication, but sadly out of 28 Teams only a handful turn up. BT advised the Trustee Meeting minutes are in the back room for all to have a read, plus there is a suggestion box which this year has only had a couple of suggestions in. RB also stated we also send a monthly newsletter. It was agreed moving forward for the monthly Trustee Meeting minutes to be sent out to all by email, as well as being filed in the back room. MD finally stated that we feel we have tried with regards to making all the volunteers feel appreciated, and we have worked on our communication, but it is extremely hard when we receive a lack of engagement back. For example, we have

	165 volunteers and only 16 have made it to this AGM. MC did thank the Trustees for all their positive hard work, appreciating we are all volunteers too. It was finally agreed for all this feedback to be discussed in depth at our next Trustees meeting in December.
	Meeting closed at 19:49 Minuted by Beccy Tyler

Joynson & Co.

Accountants

T. J. French

**89a High Street
Market Deeping
Peterborough
PE6 8ED
Tel. 01778 346706**

21 April 2025

Client's Reference TJF/ S0053

Maryana Stevens
35 Lancaster way
Yaxley
Peterborough
PE7 3EP

Dear Maryana

Peterborough Soup Kitchen

Please find three signed copies of the accounts for the above for the year ended 31 December 2024.

Yours sincerely



Joynson & Co

P.S. Please arrange to have your books collected from my office at your convenience.

PETERBOROUGH SOUP KITCHEN
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31 DECEMBER 2024

	<u>£p</u>	<u>£p</u>
Balances as at 1 January 2024		
Bank current account		46261.24
Bank deposit account		32264.60
Virgin Money		<u>18331.79</u>
		96857.63
Receipts		
Donations	29957.63	
Gift Aid		
National Lottery grant	17850.00	
Bank interest	563.48	48371.11
		<u>145228.74</u>
Less Payments		
Rent and rates	1737.12	
Fund raising		
Food and disposable crockery etc.	26535.31	
Postage, stationery and telephone	2193.50	
Repairs and renewals	10097.73	
Travelling expenses and vehicle costs	5509.23	
Premises costs	6119.40	
Training	150.50	
Miscellaneous and website	488.10	
Insurance	584.23	53415.12
		<u>91813.62</u>
Closing balances as at 31 December 2024		<u><u>91813.62</u></u>
Represented by:		
Bank current account (Metro a/c)		40653.24
Bank deposit account(Metro a/c)		32625.54
Virgin Money		<u>18534.84</u>
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We have examined the books, vouches and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2024 and certify that the above Receipts and Payments account is a true and correct summary of their activities



21 April 2024

JOYNSON & Co
89a High Street
Market Deeping
Peterborough
PE6 8ED

Joynson & Co.

Accountants

T. J. French

**89a High Street
Market Deeping
Peterborough
PE6 8ED
Tel. 01778 346706**

21 April 2025

Client's Reference TJF/ S0053

Maryana Stevens
35 Lancaster way
Yaxley
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England & Wales - Charity number 1172557

Accounts

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Feeding the homeless and disadvantaged



Minutes of AGM Monday 6th November 2023

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2022 - Clients	1025	822	962	1017	1133	1183	1058	1230	1393	1270	1089	1008	13,190																														
2023 - Clients	1251	1342	1522	1513	1453	1549	1796	1903	1633	1538			15,500																														

We continue to support other charitable causes where we can with any excess stocks we have or are unable to use, Bretton community hub, Outside links, Salvation Army, and the Light Project, building strong relationships with other organisations with very similar goals as our own.

As we continue to support other charitable organisations, we in turn continued to be grateful of the organisations that continue to support us, allowing us to serve hot food seven days a week. The local food bank has been very supportive this year with donations of soft drinks which is extremely popular with our clients, Bakkavor who are still very generous with the soup and pasta sauces, Pukka Pies whose pies are much loved by the clients, especially on a cold winter's day. This year we have also been fortunate to have a weekly supply of fresh eggs from Plants of Bainton, allowing us to make fresh daily sandwich fillings. ADM have also become a firm supporter of the Soup Kitchen donating bags of cake mix allowing us to make homemade cakes every week.

In June we celebrated Volunteer's Week with the financial support from BGLi and GP Print, who again have both supported us fantastically throughout the years. We also had BGLi staff come into the kitchen over 4 days of over 30 members of staff, helping to prepare for the celebrations, baking, decorating, and sorting through donations.

And to our volunteers to whom none of this would be possible, The Trustees would like to say thank you, as the time you dedicate to ensuring our clients are well fed day after day regardless of the weather, is inspiring.

There were no questions.

Poll accepting report 100%.

4 Treasurer's Report by Odette Gould:

Donations are roughly at the same level they were at this time last year. Expenditure has increased by £2000 but this does include the purchase of £6700 worth of kitchen equipment in April for 4 new induction hobs, an oven, a fridge freezer plus various other improvements to the kitchen. Due to the generous donations of food and the re-organisation of food rotas, we have been able to keep the spending of groceries to the same level as 2022 despite the increase in food prices and increase in clients.

In the last quarter of 2022, we received two large donations against which we have been able to claim gift aid of £2500. We will continue to claim gift aid against future donations where possible.

There are no large purchases expected for the rest of the year which will put the bank accounts in a good position going forwards into next year.

Sum of INCOME		Month										Grand Total
Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Grand Total	
Grand Total	4,980	6,400	3,010	1,929	2,439	1,537	1,052	2,617	2,012	9,090	35,066	

Sum of EXPENDITURE		Month										Grand Total
Category	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Grand Total	
Grand Total	3,946	5,104	2,035	9,469	5,887	2,510	2,522	2,563	2,309	3,208	39,552	

Cash at Hand as of October 2023

Metro Saver Account £32,199.99
 Current Account £41,454.68
 Virgin Money £18,183.91

Total £91, 838.58

a. Appointment of auditors

We would like to thank Trevor French of Joynson’s Accountants for again certifying our accounts for free.

Treasurer proposes that Trevor French be re-appointed to certify the accounts next year. This was agreed by all.

There were no questions.

Poll accepting report 100%.

5 Company Secretary’s Report by Beccy Tyler:

This has been my first year as Company Secretary and I have enjoyed using my organisational skills to improve the administration within in the kitchen. All our monthly meeting minutes are filed and placed on the shelf for all our volunteers to read, also with our logbook summaries that are reviewed and signed off in our monthly meetings, and any actions needed are implemented. We now have a much tidier and organised filing and storing system in the back office.

With the ever-increasing demand for our service, we have also been updating our Health & Safety standards in the kitchen, making sure our environment remains safe for all our volunteers. In June, we appointed a new external volunteer H&S Officer and already have new procedures in place, which hopefully you have seen. Spot checks will be carried out every 3 months for us to continue with this improvement.

Recently, we have archived all our old relevant paperwork, dating back to the 1980’s, and these historical archive folders can also be found on the shelf in the kitchen for anyone to look through if they so wish. We have kept all documents from the past 7 years for auditing purposes in the back office. This has in turn created more storage space in the gym stock room.

a. Formal closure of Charity no.287602

The Charity Commission have been contacted to close our former Charity number, as agreed in our AGM last year.

b. Updates to CIO Constitution (Charity no. 1172557)

No updates required this year.

There were no questions.

Approved Poll 100%.

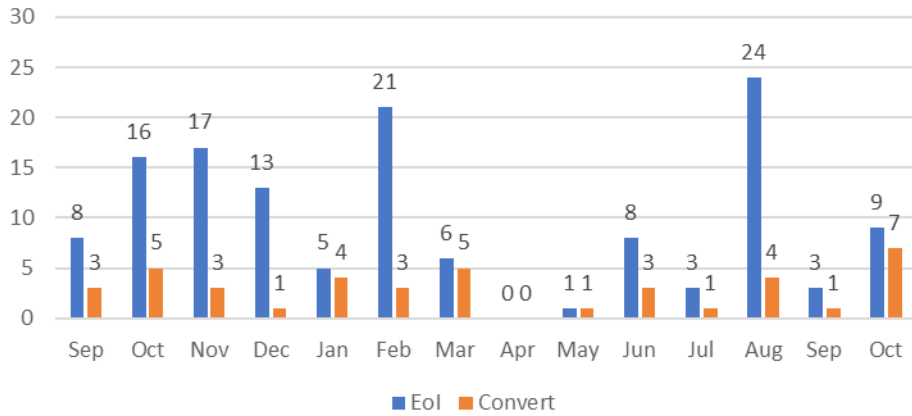
6 Membership Report September 2022 – October 2023

We now have one hundred and seventy-one members, which is an increase of six versus last year. Of these:

- One hundred and twenty-nine are allocated across our twenty-eight teams.
- Thirty-seven are on the ‘Permanent Reserve’ list.
- Two are on the ‘Waiting’ list.
- Three are on the ‘Inactive’ list.

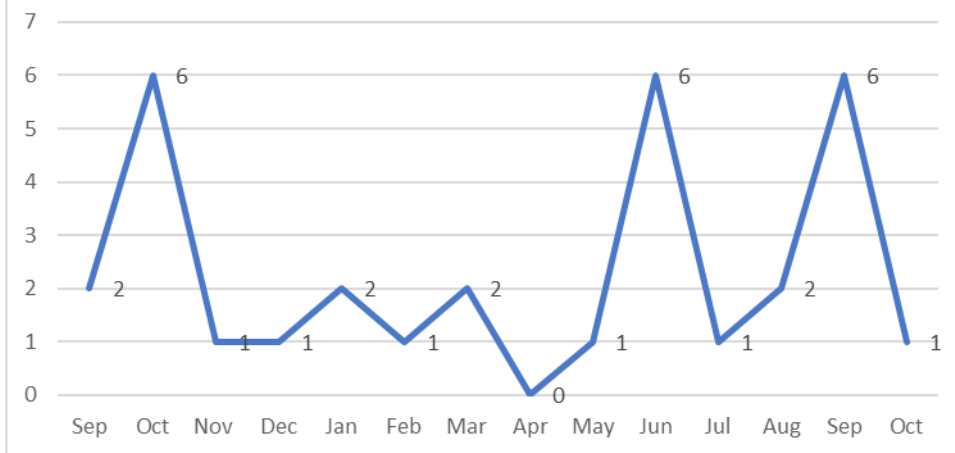
We had one hundred and thirty-four people enquire (Expressions of Interest) to become volunteers with us. Of these, forty-one applied and become (Converted) volunteers. This equates to a conversion rate of 31%.

Expressions of Interest (Eoi) Vs. Converted
Sept 22 - Oct 23

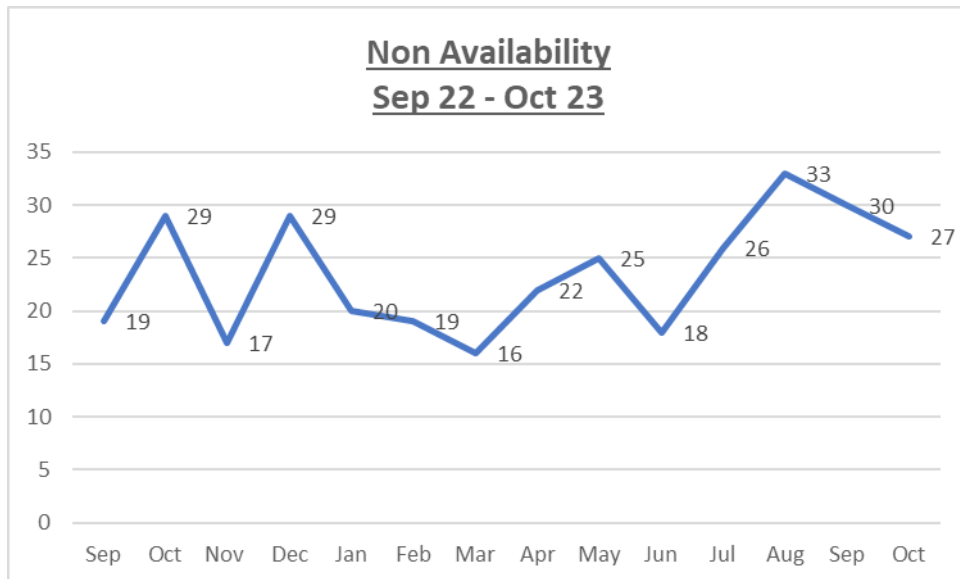


During the period September 2022 to October 2023 inclusive thirty-two volunteers left the soup kitchen, which is significantly less than the one hundred and two reported at last year’s AGM for the period October 2021 to August 2022 inclusive.

PSK Leavers
Sept 22 - Oct 23 **Total for period: 32**



Each month, volunteer non availability is recorded. The numbers below are a combination of team vacancies and volunteers who can’t make their allocated team shift due to various absence reasons. For this reporting period, there were three hundred and thirty instances of these which required covering.



Membership Stats

Of the current 171 members...

62 are male and 109 are female this equates to Males 36% and Females 64%.

Interestingly our average age for both female and male volunteers is 47.

Of those that provided their date of birth, our oldest member is 76 (female) with the youngest being 22 (male).

There were no questions.

Poll accepting report 100%.

7 Donations Report by Kevin Browne (Read by Maxine Drake):

Our aim in the first two quarters of the year was to reduce our spend on provisions. We achieved this by using more donated products. Dave Ribakovs was successful in obtaining a regular supply of fresh eggs and we increased our requests for tinned Tuna fish. This helped us to reduce our normal spend on cooked meats and sandwich fillings.

However, spend in the last two quarters has increased but not above budget. This is due to increased prices of all provisions and increased numbers of clients being served each day.

Our main Suppliers are:

Booker Wholesale Cash & Carry – Dairy, cooked meats, general provisions, cleaning materials, disposables.

CCL Disposables – Burger box’s, lunch boxes, vinyl gloves, aprons, paper towels etc.

Morrisons Lincoln Road – Bread, also donate buy a bag for charity scheme.

Bakkavor – Soups and Pasta sauces.

Pukka – Assorted pies , pasties & sausage rolls.

Master Roast Ltd – Coffee, Tea, and hot chocolate.

There were no questions.

Poll accepting report 100%.

8 Logistics Report by Dave Ribakovs:

	<p>A challenging year with regards to client numbers has kept us constantly looking at quantities of food on offer and at times has been difficult to gauge.</p> <p>Currently catering for 70 each evening, which really is our limit with the time restraints for our volunteers for food preparation.</p> <p>Wednesday pasta night continues which does break up the week as a change from soup.</p> <p>Thanks to Kevin, we are keeping close links with Morrisons, Lincoln Road. Morrisons are offering shoppers a charity <i>Grab a Bag</i> for PSK at a cost in the region of £2.00 which contain goodies we can offer out to our clients.</p> <p>A regular supply of fresh eggs from Plants of Bainton continues, assisting us to prepare egg mayonnaise for sandwich filling every day.</p> <p>The purchase of a smaller 4th freezer has enabled us to prepare tray bake cakes when time allows and freeze for weekends.</p> <p>A kind gesture from the Hindu temple next door prepares a mild curry dish every other weekend to serve our clients on a Sunday.</p> <p>A second oven has been installed to ease the workload timings for the weekend teams preparing hot meals.</p> <p>The request from PCC to move back to Acland Street has gone relatively well with no known issues to note.</p> <p>There were no questions.</p> <p>Poll accepting report 100%.</p>
<p>9</p>	<p>Partnerships Report by Dave Ribakovs:</p> <p>Close relationships with other charities and organisations listed below continue to develop. Supporting one another with food donations, toiletries, hats, gloves, and scarves where certain items can be best utilised.</p> <ul style="list-style-type: none"> • Peterborough Food Bank • Outside Links • Light Project • Salvation Army – Trussel Trust • Friends of Ukraine <p>There were no questions.</p> <p>Poll accepting report 100%.</p>
<p>10</p>	<p>Q&A's:</p> <ul style="list-style-type: none"> • RB2 advised that both of the entry points into Acland Street have no entry signs and concerned for receiving penalties. DR assured everyone that we have permission from the Peterborough City Council (PCC) to drive the van and volunteer's cars through either entrance. There are also signs in the van to place in the volunteer's cars. • MC asked for advice on once the teams have finished the first servings, what timings should be given before offering a second serving. MD explained that we advertise to serve for the full hour so we must be there for late arrivals who expect food. The advice given was to offer second servings 10 minutes before the end of the shift. • GM raised that we used to give out clothing if our Clients requested it. DR explained we used to give out hats, scarfs, and gloves, when available, but it was hard to manage this logistically so now any clothing and toiletries that are donated to us, we pass on to Outside Links and The Salvation Army to distribute.

- MK advised their team seem to run out of food quite early on, sometimes with 15 minutes left for the shift, so do they still stay for the full shift. MD stated we must be staying for the full hour as previously discussed, and to use the emergency crate on these circumstances. FW1 added to make sure to take as much hot water with you as possible, as in the crate are Pot Noodles and Cup a Soups that we could make, in emergency. The Logistics team will ensure the emergency crates are made more suitable for this purpose. JW advised they keep back at least 5 sandwiches for late arrivals.
- SJ asked what the consensus is for when Clients ask for more than one serving, for a friend or family member. MD stated if that person isn't present, we don't give out more than one serving as it does create more issues. Also, if one team does this one time, then they expect it another time.
- JF asked why we are now serving from Acland Street. MD advised we used to serve from there before Covid. We were then asked to serve from Wellington Street and recently the PCC asked us to move back to Acland Street, as we believe the land at Wellington Street is being re-developed.
- JW suggested written guidance for our new recruits. RB stated all new recruits are sent an Induction Pack, which was updated last month. RB asked if any feedback for this pack to be improved to let him know. JW suggested to add in about the questions raised this evening. RB will add some guidelines about the emergency crate and serving times/seconds.
- MK stated that recently they have had new recruits for their shifts and feels they are thrown into the fire and suggested perhaps this needs looking at with regards how to work the hot water, the ovens, and hobs. MD advised we have now started a new team shift, for the Trustees to serve, every 2nd Monday in the month. We have quite a few offers from Churches and Companies who would like to help serve our Clients so we can now invite them in for this shift, accompanied with the Trustees. We could also use this shift to train new recruits, so the training will be consistent. OG offered to also put together a small manual containing high level instructions. RB will create an Induction checklist for the TLs to go through with the new recruits.
- GM asked how we should be handling behavioural problems and physical confrontations among our Clients. FW1, our Safeguarding Office, explained it is very difficult to have a policy which covers all eventualities. If at any time you feel threatened, shut up shop and drive away. In most cases, they do self-regulate, especially if you say to them that you will leave. If one of our Clients does get hurt, then call the ambulance/police. Sometimes it is better not doing anything as they will sort it out between themselves, so it's really a judgement call on each scenario. MK stated their team always makes sure one of them has a mobile with them. MD explained we have looked into several courses around this subject, and agreed it's not the best policy to send out lots of different training courses to all our volunteers as it is time consuming and sometimes, not appropriate.

11 Election of Officers:

The following nomination for the Chair position was proposed.

Position	Name	Voted
Chairperson	Maxine Drake	100%

Sadly, John Dolan has chosen to step down as Trustee this year. We thank John for the support over the years they have been with the Soup Kitchen and wish them the very best for the future. We will

still see John on his monthly shift, thank you.

We would like to thank Kevin Browne, who has also chosen to step down as Trustee this year. Kevin will remain looking after our Donations and Supplies this year, which is hugely appreciated.

Meeting closed at 19:39

Joynson & Co.

Accountants

T. J. French

**89a High Street
Market Deeping
Peterborough
PE6 8ED
Tel. 01778 346706**

12 April 2024

Client's Reference TJF/ S0053

Odette Gould
4 Winwick Road
Great Gidding
Huntingdon
PE28 5PB

Dear Odette

Peterborough Soup Kitchen

Please find enclosed herewith three signed copies of the accounts for the above for the year ended 31 December 2023.

Yours faithfully



Joynson & Co

P.S.

Your spreadsheet did not add up as in your summary calculation you had omitted line 119 across all the columns!



PETERBOROUGH SOUP KITCHEN

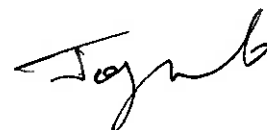
RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2023

	<u>£p</u>	<u>£p</u>
Balances as at 1 January 2023		
Bank current account		46522.37
Bank deposit account		31973.51
Virgin Money		<u>18183.91</u>
		<u>96679.79</u>
Receipts		
Donations	44632.21	
Gift Aid		
Fundraising		
Bank interest	<u>438.97</u>	<u>45071.18</u>
		141750.97
Less Payments		
Rent and rates	1895.04	
Fund raising	283.35	
Food and disposable crockery etc.	17773.68	
Postage, stationery and telephone	2113.21	
Repairs and renewals	10190.44	
Travelling expenses and vehicle costs	6684.57	
Premises costs	5670.91	
Training		
Miscellaneous and website	282.14	
Insurance		<u>44893.34</u>
Closing balances as at 31 December 2023		<u>96857.63</u>
Represented by:		
Bank current account (Metro a/c)		46261.24
Bank deposit account		32264.60
Virgin Money		<u>18331.79</u>
		<u>96857.63</u>

We have examined the books, vouches and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2023 and certify that the above Receipts and Payments account is a true and correct summary of their activities

12 April 2024



JOYNSON & Co
89a High Street
Market Deeping
Peterborough
PE6 8ED

THE PETERBOROUGH SOUP KITCHEN

England & Wales - Charity number 1172557

Accounts

PETERBOROUGH SOUP KITCHEN

Feeding the homeless and disadvantaged



Minutes of AGM Thursday 22nd September 2022

	AGENDA ITEM																								
1	<p>Welcome:</p> <p>The Chair welcomed everybody, and everyone introduced themselves.</p> <p>Attendees: Maxine Drake (MD), Ricky Barsby (RB), John Freeman (JF), Paul Berry (PB), Brett Barham (BB), Teresa Capone (TC), Dave Ribakovs (DR), Kevin Browne (KB), Ian Davies (ID), Dawn Caplin (DC), Ian Barber (IB), Odette Gould (OG), Louise Lawrence (LL), Rosa Rita Seery (RRS), Heather Dawson (HD), Kevin Dawson (KD), Michelle Gordon (MG), Fiona Winchester (FW), Nigel Evenett (NE), Amber Christie (AC) and Beccy Tyler (BT).</p> <p>Apologies from Jenny Turner (JT), John Dolan (JD), Michelle Collins (MC), George Dickens (GD), Gill Bold (GB), Helen Fiddy (HF), Pam Watson (PW), Julia Carter (JC) and Beverley Tegala (BT).</p> <p>Meeting commenced at 19:30.</p>																								
2	<p>Review of Previous Minutes from AGM October 2021:</p> <p>Everyone agreed with the previous minutes and no corrections needed to be made.</p> <p>Approved Poll 100%.</p>																								
3	<p>Chairs Report by Maxine Drake:</p> <p>Overview</p> <p>The objectives of the Peterborough Soup Kitchen are to promote any charitable purposes for the benefit of people who are in need, hardship or distress in Peterborough, which is achieved primarily via the daily serve at Wellington Street car park.</p> <p>During this year we have seen an increase in the numbers of clients we are serving, which we believe is due to the current economic situation.</p> <p>Total client numbers per month</p> <table border="1" data-bbox="172 1715 1576 1816"> <thead> <tr> <th data-bbox="172 1715 467 1749">Month</th> <th data-bbox="467 1715 544 1749">Nov</th> <th data-bbox="544 1715 620 1749">Dec</th> <th data-bbox="620 1715 697 1749">Jan</th> <th data-bbox="697 1715 774 1749">Feb</th> <th data-bbox="774 1715 850 1749">Mar</th> <th data-bbox="850 1715 927 1749">Apr</th> <th data-bbox="927 1715 1003 1749">May</th> <th data-bbox="1003 1715 1080 1749">Jun</th> <th data-bbox="1080 1715 1157 1749">Jul</th> <th data-bbox="1157 1715 1233 1749">Aug</th> <th data-bbox="1233 1715 1310 1749">Grand Total</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1749 467 1816">Sum of Client Numbers</td> <td data-bbox="467 1749 544 1816">953</td> <td data-bbox="544 1749 620 1816">911</td> <td data-bbox="620 1749 697 1816">1025</td> <td data-bbox="697 1749 774 1816">822</td> <td data-bbox="774 1749 850 1816">962</td> <td data-bbox="850 1749 927 1816">1017</td> <td data-bbox="927 1749 1003 1816">1133</td> <td data-bbox="1003 1749 1080 1816">1183</td> <td data-bbox="1080 1749 1157 1816">1058</td> <td data-bbox="1157 1749 1233 1816">1230</td> <td data-bbox="1233 1749 1310 1816">10294</td> </tr> </tbody> </table> <p>As well as the daily service at Wellington St, we have also continued to support three local primary schools with breakfast clubs, which is reviewed annually based on our financial situation. The 240 children we support weekly attend school having not had the opportunity for breakfast, and who would not previously have had anything to eat until lunch time.</p> <p>In support of local communities or families who are unable to attend the evening service, we have been sharing any surplus stock with the following community hubs, Bretton, Spalding, Market Deeping and Crowland, and continue to support more central endeavours, i.e., Light Project, Hope</p>	Month	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total	Sum of Client Numbers	953	911	1025	822	962	1017	1133	1183	1058	1230	10294
Month	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Grand Total														
Sum of Client Numbers	953	911	1025	822	962	1017	1133	1183	1058	1230	10294														

House, Eastfield Guest House, Outside Links etc.

The Local Food bank have been very generous in supporting the soup kitchen with pasta, as well as cold drinks during the summer, the pasta has allowed us to implement Pasta Wednesday, which has proved to be very popular with our clients, thanks also to the continued support from Bakkavor, who now supply us with fresh pasta sauces as well as soup.

New donators this year are Pukka Pies, with Franco Manca pizza's due to start in the autumn. Morrisons (Lincoln Road) have recently introduced 'Buy a bag for Charity' and we are seeing some wonderful donations come in.

Our brilliant volunteers put in an incredible 1,000 hours per month ensuring the kitchen runs as smoothly as possible, with local companies supporting on their CSR days, painting and decorating as well as baking cakes.

Finance

As you will see from the financial reports our donations are significantly down this year, leading to a few cost control measures whilst still providing a full service to our clients. We are controlling our day-to-day expenses although we have had to invest in some capital and maintenance.

Excludes capital spend of

£7,217

Sum of EXPENDITURE	Month	Jan	Feb	Mar	Apr	May	June	July	August	Grand Total
Category										
Day to Day Operations		3,858	3,015	3,405	2,614	2,756	2,636	2,401	2,268	22,952

As there is some uncertainty around when our income will return to previous levels, we have set up a Fundraising team to help raise donations. The team is being led by a professional fundraiser, Dawn Caplin (DC), who volunteers for the Soup Kitchen.

We are now more hopeful that our income will start improving as we have just seen our first £10k donation as a direct result of the team being set up, a Fundraising Strategy is being prepared to be presented to the Trustees in October.

Next year is the 40-year anniversary of the Soup Kitchen so we hope to be able to promote this to raise both awareness and income, thereby protecting the future a little more.

Although our financial donations are down, the generosity of other non-monetary donations is incredible, allowing us to continue to offer a varied menu and treats to our clients.

Hygiene

We continue to work on our hygiene factors, volunteer training and standardising where possible our offerings, as well as ensuring our allergen information is up to date and relevant.

We have just been inspected by the Environmental Health Officer who was very complimentary about our operation and have retained our Hygiene rating of 5.

Risks

Going forward we need to continue to be mindful of our operating costs as client numbers are already increasing and we expect them to continue to be high for the foreseeable future.

There were no questions asked.

Poll accepting report 100%.

4 Treasurer's Report by Nigel Evenett:

Since the last AGM we would like to update you on the final accounts for the year ending December 2021. These accounts have been certified by Joynson & Co.

Our strategy for 2021 was to sacrifice reserves to cater for immediate demand, this was reflected in our budget which was Income was £43,996 and expenditure was £56,390 so a reduction of reserves of £12,394 to £75,454. A reduction from approx. 24 months of no income running to approx. 18 months.

2021 also saw us move bankers from Barclays to Metro.

The budget for 2022 was set at an income of £40k and outgoings of £50k reducing reserves by a further £10 k Approx 15 months of no income running.

Income during the first half of 2022 was challenging, by the end of June we stood at 44% of budget.

Outgoings were stable and on budget. August has seen a large increase in donations to a more comfortable position. After August 2022 we stand at 90% of budgeted outgoings and income, we are at 86% to budget

Cash at hand in August 2022

Current Account £28,385.24

Saving Account £21,946.38

Virgin Money £18,136.24

Total £68,467.86

Appointment of auditors

We would like to thank Trevor French of Joynson's Accountants for again certifying our accounts for free.

Treasurer proposes that Trevor French be re-appointed to certify the accounts next year. This was agreed by all.

DC questioned should the reserves amount be enough to cover a years' cost and NE replied yes. ID questioned that the food costs had risen from £10K to £16K, whilst receiving more donated food from Bakkavor and NE replied we had to spend more at Bookers to support the hotels who were housing the homeless during Covid which was a one-off last year. MD also stated the donation we provide to the schools costs £5K a year and we also serve now 7 days instead of the 6 we used to do pre Covid.

Poll accepting report 100%.

5 Company Secretary's Report by Kevin Dawson:

Formal closure of charity no.287602

Upon viewing the Charity Commission website, you will note that two charities are listed under the Peterborough Soup Kitchen within the Register of Charities.

The earlier listing, charity no. 287602 refers to the original charity listed on 19 August 1983. Prior to April 2017 Trustees agreed to move over to become a Charitable Incorporated Organisation (CIO) and follow the advice received by the Charities Commission. As a result, a new Constitution was drafted and approved by members on 12 April 2017 (charity no. 1172557). The main reason for the change was to remove any liability upon trustees and it was felt that this would encourage new Trustees to come forward.

At that time trustees agreed to retain the original listing until all assets had been transferred across to the new CIO and all documentation had been changed to include the new charity number with all relevant parties being informed.

A recent communication from the Charities Commission requested that we now close the original charity however, closure cannot take place until such time that this matter is presented to an AGM with 75% of the members present agreeing to closure of the original listing (charity no.287602). The original company is now dormant and now has no financial assets attributed to it.

KD proposed to formally close Charity no. 287602 and to inform the Charity Commission of closure with the aim of removing this Charity listing from the Charities Register.

ID questioned that Charity no. 287602 was kept open as when the lease was agreed with the Peterborough City Council (PCC), this Charity number was signed on the deed. KD replied he would speak to the PCC and tell them that he has been advised to close it down and ask them to amend the lease.

RRS questioned should we get it in writing from the PCC first before agreeing to a vote to close the Charity down and it was agreed to continue with the vote to close down Charity no. 287602 and KD will contact the PCC to advise them.

Approved Poll 100%.

Updates to CIO Constitution (Charity no. 1172557)

There is now a requirement to align our current constitution with current practices operating across Peterborough Soup Kitchen.

Trustees are seeking approval to incorporate the following revisions within the current version of the Constitution. These are:

1. Section 11 (7) – to remove the paragraphs relating to accepting postal votes and to add the requirement to allow for proxy voting.

2. Section 22 (1 -3) – addition of a section relating to the use of electronic communications.

The constitution can only be adopted providing 75% of CIO members present at a General Meeting approve the proposed revisions with the decision being recorded in writing.

KD proposed to formally adopt the above revisions to the CIO Constitution and to forward on a copy to the Charity Commission for their records.

Approved Poll 100%.

6 Membership Report October 2021 – August 2022 by Ricky Barsby:

We now have 165 members, which is down 30 from last year. We lost approximately 54 volunteers, who had been inactive or unresponsive for a significant amount of time and as such they were removed from the database.

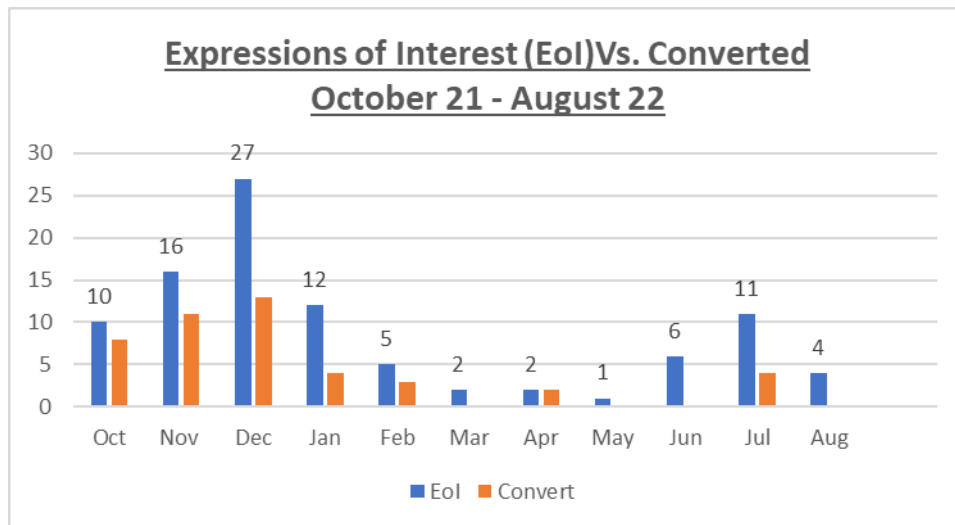
Currently we have 4 volunteers on the waiting list and 13 on the permanent reserve list.

We began a new Saturday service on the 6th of November, which has been successful and has moved us to a seven day a week operation.

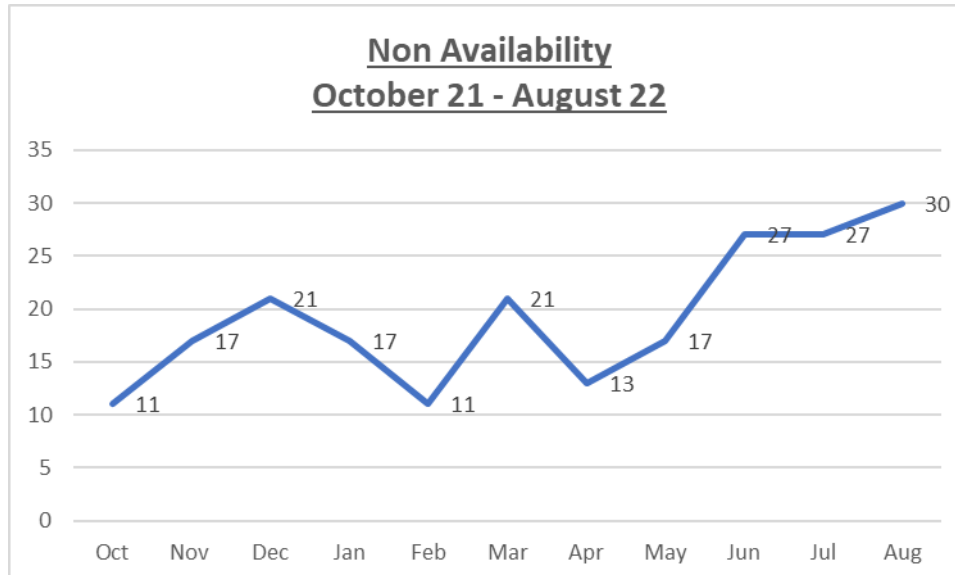
During the period October 21 to August 22 inclusive 102 volunteers left the soup kitchen, though noting that 54 volunteers were removed due to being inactive or unresponsive the overall number is similar to that of the previous AGM, where we reported 49 leavers.



We had 96 people enquire (Expressions of Interest) to become volunteers with us. Of these, 45 applied and become (Converted) volunteers. This equates to a conversion rate of 47%.



Each month, volunteer non availability is recorded. This is whereby volunteers can't make their allocated team shift due to various absence reasons. Last year, there were 212 instances of these which required covering.



Membership Stats:

Of the current 165 members...

65 are male and 100 are female this equates to Males 39% and Females 61%.

150 or 91% are on email (this makes membership communication a lot cheaper and quicker).

Interestingly our average age for both female and male volunteers is 46.

Of those that provided their date of birth, our oldest member is 75 with the youngest being 21.

There were no questions.

Poll accepting report 100%.

7 Corporate Donations/Fundraising Report by Kevin Browne:

This is a relatively new role within PSK starting at the beginning of August 2022. The role was instigated due to the downturn trend of our monthly income.

Corporate Donations:

I have contacted Compare the Market Ltd, an existing sponsor, and have arranged to assist with a company sleepover they are organising for September.

Chancerygate Ltd are a construction company working in the Peterborough area. They are willing to donate approx. £1k and are contacting their construction partners to match their donation. This could possibly be a donation of approx.£3k

I have contacted the Community Champion of Morrisons Peterborough with a view to be involved with their charity donation bags.

I have been in touch with Lush, a cosmetics store in Queensgate to arrange a charity weekend in their store. Previous charity weekends have raised between £400 - £600

A group of trustees attended and manned an exhibition stand at the local Deeping raft race. Their efforts raised a total of £287

We have also booked into the Deeping Christmas Fayre in December.

I have written first contact letters to the following Companies

BGL Insurance

Allison Homes

British Sugar

Fundraising:

A new fundraising team has been formed to co-ordinate future fundraising activity. This team will be led by Dawn Caplin, a professional fundraiser who is a volunteer for PSK. Dawn will present a Fundraising Strategy to the Trustees in October.

Initial endeavours have seen donations of £10,000 + gift aid of £2500 as well as £1250.

DC added most of our fundraising will come from Trusts and Grants and DC is happy to take over all Corporate Donations moving forward with the Fundraising Team. DC has also approached Cross Keys and Axiom and as yet has heard nothing back. DC asked if we hear about any Grants to contact her with the details.

ID asked is the PSK still fully run by volunteers as DC states she is a professional fundraiser. MD advised it was agreed by all Trustee's that we would receive an invoice from DC for her time as a service, and only for successful Grants.

Poll accepting report 100%.

8 Logistics Report by Dave Ribakovs:

A logistic team was formed to operate during the daytime. Together we have gradually reorganised, labelled and dated incoming donations to enable us to identify items and handle stock controls.

The logistic team have also taken ownership of collecting bread, soup and other donations offered from schools, church groups, companies and other organisations as directed.

We currently have access to good quality pasta and a variety of pasta sauces. To take advantage of this, each Wednesday team are now preparing pasta servings for their shift.

Links have been formed with Morrisons, Lincoln Road, Morrisons are offering shoppers a charity Grab a Bag for PSK at a cost of £1.99 which contain goodies we can offer out as extras to our clients. They also provide our sugar now.

We have gained a regular supply of fresh eggs from Plants in Bainton who kindly offer 3 to 4 trays free of charge every week. The logistic team will assist in preparing egg mayonnaise for sandwich filling or

	<p>boil enough eggs to simply hand out.</p> <p>The purchase of a third freezer has enabled us to accept further food donations to help us continue with a 7-day week service.</p> <p>A team of outside volunteers helped refurbish the gym room to give us much needed storage for non-food items. Additional racking has been installed in the back room to the kitchen to store supplies and additions required for each evenings/weekend service.</p> <p>Another volunteer team have helped spruce up the corridor area with a clean coat of paint, which we believe has enhanced the appeal on arrival for our volunteers and visitors alike.</p> <p>It was apparent the key locks to both the gated entrance and front door were causing issues with only team leaders being key holders, with no shows, lost or forgotten keys, non-returns, etc. We took this on board and changed to combination locks to improve the situation.</p> <p>We have reorganised the kitchen shelves and the soup fridge to work closer in line with each evening needs, depending on availability.</p> <p>There were no questions.</p> <p>Poll accepting report 100%.</p>
<p>9</p>	<p>Partnerships Report by Dave Ribakovs:</p> <p>We have established close relationships with many other charities and organisations with the aim to help each other with food donations where food items can be best used.</p> <p>These include:</p> <ul style="list-style-type: none"> • Peterborough Food Bank • Garden House – Light Project • Hope House • Salvation Army – Trussel Trust • Eastfield Guest House • Outside Links <p>DC questioned if we had contacted any disposable Companies and DR replied not yet but we will look into this moving forward to help with our supply of cups, food boxes and cutlery.</p> <p>Poll accepting report 100%.</p>
<p>10</p>	<p>Election of Officers:</p> <p>Sadly, the following people have chosen to step down as Trustees this year. We thank them for the support over the years they have been with the Soup Kitchen and wish them the very best for the future.</p> <p>Company Secretary/Vice Chair – Kevin Dawson Treasurer – Nigel Evenett Communications – Rosy Gladstone Trustee – Debbie Cox</p>

The following nominations for the officer positions were proposed.

Position	Name	Voted
Chairperson	Maxine Drake	100%
Company Secretary/Vice Chair	Beccy Tyler	100%
Treasurer	Odette Gould	100%

Nominations for other roles were nominated into the following positions.

	Position	Name	Voted
Trustee	Logistics	Dave Ribakovs	100%
Trustee	Supplies	Kevin Browne	
Trustee	Membership	Ricky Barsby	

Additional nominations for Trustees are as follows.

	Position	Name	Voted
Trustee		John Dolan	100%
Trustee		Fiona Winchester	

IB has also stepped down as Data Protection Officer. We have advertised for this position and waiting to hear a response. IB is happy to continue until the role is filled and IB will send RB a list of his duties for us to resend out with a clearer draft of what the role entails.

11 A.O.B:

No other business.

Meeting closed at 20:26

PETERBOROUGH SOUP KITCHEN

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2022

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Bank deposit account		31938.80
Virgin Money		18136.24
Cash in hand		
		<hr/>
		75454.50
Receipts		
Donations	64461.98	
Gift Aid		
Fundraising		
Bank interest		
	<hr/>	<hr/>
	82.38	64544.36
		139998.86
Less Payments		
Rent and rates	1895.04	
Fund raising	1580.38	
Food and disposable crockery etc.	18882.70	
Postage, stationery and telephone	1762.55	
Repairs and renewals	8388.65	
Travelling expenses and vehicle costs	5789.42	
Premises costs	3794.35	
Training	128.00	
Miscellaneous and website	523.57	
Insurance	574.41	
	<hr/>	<hr/>
		43319.07
Closing balances as at 31 December 2022		<hr/> <hr/>
		96679.79
Represented by:		
Bank current account (Metro a/c)		46522.37
Bank deposit account		31973.51
Virgin Money		18183.91
Cash in hand		
		<hr/>
		96679.79
		<hr/> <hr/>

We have examined the books, vouchers and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2022 and certify that the above Receipts and Payments account is a true and correct summary of their activities

17 May 2023

JOYNSON & Co
89a High Street
Market Deeping
Peterborough
PE6 8ED

PETERBOROUGH SOUP KITCHEN

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THE PETERBOROUGH SOUP KITCHEN

England & Wales - Charity number 1172557

Accounts



Peterborough Soup Kitchen

Minutes of AGM Thursday 14th October 2021 at 7 30 pm

	AGENDA ITEM
1	<p>Welcome</p> <p>The Chair welcomed everybody</p> <p>Minutes of meeting 30th September 2020 were approved by all</p> <p>Approved Poll 100%</p>
2	<p>Chairman's report</p> <p>Good evening to all our PSK members and welcome to the PSK AGM.</p> <p>Due to the continuation of Covid business as usual ceased operations but we were able to support the local homeless clients who had been moved into hotels by the council with breakfast bags through the lockdown and until they were relocated in March/April.</p> <p>During this time we did lose 49 members but have fortunately recruited another 50.</p> <ul style="list-style-type: none"><input type="checkbox"/> We have received many food donations throughout the year, and we have supported other charities with our excess food. Thank you to all our sponsors, partners, and the general public for all their support in 2020/21.<input type="checkbox"/> New initiatives include supporting 3 local schools with breakfast bags for primary school pupils.<input type="checkbox"/> Introduction of Saturday service with hot meals. <p>That leaves me just to thank all our volunteers for their continued support, you have made a real difference for the homeless and disadvantaged in Peterborough.</p> <p>Poll accepting report 100%</p>
3	<p>Treasurer's report</p>

	<p>Financial year 2020: The audited accounts were distributed.</p> <p>We began the year with cash in hand £69,391 and ended with £87,848</p> <p>The reserve is thought to be high at a time when demand appears to be rising. The budget for 2021 is to use some £22,000 of the reserve to cover costs of the extra services explained by the Chair. This is monitored monthly by the trustees.</p> <p>Note on 2021 accounts: Where does our money come from? An analysis of our donors showed that local companies such as Amazon £5k and NFUMIS £6.5k and BGL £5k (in year 2020) are important sponsors and we thank them for their continued assistance.</p> <p>Other donors include Churches, Schools, Social Groups, Individuals and Charity Websites such as Just Giving.com. The latter being a number of smaller contributions but amounting to £10.7k up until the end of September 2021</p> <p>Our largest cost is for the food which we give to our clients with a total grocery bill of £16,111 in 2020 rising to a budget of £38,000 in 2021</p> <p>It was proposed that we change our main bank account from Barclays to Metro Bank.</p> <p>We served over 13600 clients in 2020, averaging 40 per night. Average cost per client 1.85</p> <p>Poll accepting report 100%</p>
<p>4</p>	<p>Appointment of auditors</p> <p>I'd like to thank Trevor French of Joynson's Accountants for again certifying our accounts for free.</p> <p>Treasurer proposed that Trevor French be re-appointed to certify the accounts next year.</p> <p>Poll for 100%</p>
<p>5</p>	<p>Membership Secretary's report</p> <p>The Peterborough Soup Kitchen currently has 195 members, this is up 1 (from 194) from last year. Included in this are currently 16 volunteers on the Waiting list (completed applications and waiting for permanent team places) and 17 volunteers on the permanent reserves list (people who cannot commit to one particular team).</p>

Covid continued to disrupt the regular service and therefore impacted the number of volunteers who were able to help, although the continuation of Breakfast deliveries until June 2021 did see smaller groups of volunteers coming in most days.

A new Saturday service was implemented as a trial in Dec 2020 serving hot meals and desserts which has proven to be very successful. A permanent rota with 4 new teams will be implemented from 6th November, which takes us to 7 days a week serving.

17th May 2021 saw us resume our weekday serve of Soup and Sandwiches, with the volunteer teams coming back to the regular timings.

Between the period October 20 to September 21 inclusive 49 volunteers left the Soup Kitchen. However, we have been fortunate to recruit additional 50 new members, following a few successful recruitment campaigns, 16 of which have been allocated to the new Saturday service.

Whilst enquires to join the Soup Kitchen are good, the percentage converted to active members is just under 60%.

Row Labels	No of Application Sent	No of Application Received	Applicants Active	No wish to Continue	Sum of % Applications rec'd
Jun	33	13	13	4	39%
Jul	15	11	11		73%
Aug	9	6	6		67%
Sep	9	8	6		89%
Grand Total	66	38	36	4	58%

In the 4-month period above where we lost members, we did successfully convert 36 applicants to active volunteers.

Volunteers are also starting to support during the weekdays with several having responsibility for the daily Soup Kitchen activities.

Further teams are going to be set up to support other activities such as cleaning, picking up donations, soup collection and admin with Team Leaders supported by a Trustee.

This will hopefully lead to additional Trustees in the future.

Membership Stats

Of the current 195 members...

70 are male and 125 are female this equates to Males 36% and Females 64%.

181 or 93% are on email (this makes membership communication a lot cheaper and quicker).

Interestingly our average age for both female and male volunteers is 45.

Of those that provided their date of birth, our oldest member is 71 with the youngest being 21.

6 Election of Officers

Sadly, the following people have chosen to step down as Trustees this year, we thank them for the support over the years they have been with the Soup Kitchen, and wish them the very best for the future.

Ian Barber - Chair
John Freeman - Logistics
Richard Pike - Membership Secretary

The following nominations for the officer positions were proposed.

Position	Name	Voted
Chairperson	Maxine Drake	100%
Company Secretary/Vice Chair	Kevin Dawson	100%
Treasurer	Nigel Everett	100%

Nominations for other roles were nominated or seconded into the following positions.

	Position	Name	Voted
Seconded	Logistics	Kevin Browne	100%
Trustee	Communications	Rosy Gladstone	
Seconded	Membership	Ricky Barsby	

Additional nominations for Trustees are as follows.

	Position	Name	Voted
Trustee		Debbie Cox	100%
Trustee		John Dolan	
Trustee		Fiona Winchester	

The new Trustees gave a brief introduction to themselves,

Thank you to our previous Chair Ian Barber, for his support and expertise in allergens and training of food hygiene, which he will continue to support going forward.

7 AOB

- A brief update was given on the vans by John Dolan, 1 is still waiting for a new step
- Christmas Day serving was discussed, with a proposal to see who/what else is happening in Peterborough so efforts are coordinated.

Meeting closed at 20:30

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Joynson & Co.

Accountants

T. J. French

**89a High Street
Market Deeping
Peterborough
PE6 8ED
Tel. 01778 346706**

21 March 2022

Our Ref: TJF/ S0053

Mr N Evenett
Peterborough Soup Kitchen
9 Stanley Road
Peterborough
PE1 1SZ

Dear Nigel

Please find enclosed two copies of the accounts for the Soup Kitchen for the year ended 31 December 2021 duly signed.

Please arrange for the books to be collect at your convenience.

Yours sincerely



Joynson & Co

PETERBOROUGH SOUP KITCHEN

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2021

	<u>£p</u>	<u>£p</u>
Balances as at 1 January 2021		
Bank current account		37750.17
Bank deposit account		31986.4
Virgin Money		18112.19
Cash in hand		
		<hr/>
		87848.76
Receipts		
Donations	43969.55	
Gift Aid		
Fundraising		
Bank interest	26.45	43996.00
		<hr/>
		131844.76
Less Payments		
Rent and rates	1895.04	
Fund raising	331.20	
Food and disposable crockery etc.	40636.36	
Postage, stationery and telephone	1314.74	
Repairs and renewals	5367.57	
Travelling expenses and vehicle costs	5497.94	
Premises costs	658.62	
Training		
Miscellaneous and website	158.55	
Insurance	530.24	56390.26
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		75454.50
Closing balances as at 31 December 2021		<u><u>75454.50</u></u>
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Bank current account (Metro a/c)		25379.46
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Cash in hand		
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THE PETERBOROUGH SOUP KITCHEN

England & Wales - Charity number 1172557

Accounts

Peterborough Soup Kitchen

Minutes of AGM Wednesday 30th September 2020 7 30 pm

Virtual Meeting on Zoom due to Covid-19 Pandemic

Zoom meeting 741 4989 6358
Password 657321

	AGENDA ITEM
	<p>Prior to the meeting starting, PSK members need to vote on a change to the PSK Constitution, to allow for a virtual AGM. The amendment is as follows:</p> <p>10 (2) “The annual general meeting can be held in the form of a virtual conference where it is not possible to hold a face to face meeting”.</p> <p>Poll for 100%</p>
1	<p>Welcome</p> <p>This is our first virtual AGM. Hopefully we will be able to have the next one face to face. This will be a short meeting.</p>
2	<p>Minutes of meeting 10th Apr 2019</p> <p>Approved Poll 100%</p>
3	<p>Chairman’s report</p> <p>Good evening to all our PSK members and welcome to our very first virtual AGM. It is with some regret that we are not able to meet you in person, however I think you will understand considering the current pandemic control measures needed. The slides and talking points in this AGM tonight are a look back 2019 although I think you will all agree the events of 2020 have eclipsed the previous year.</p> <p>I have highlighted a few memorable points from 2019 for you to read:</p> <ul style="list-style-type: none"><input type="checkbox"/> The PSK have been approved as Chartered Institute of Environmental Health training provider. This allows the PSK to offer our members free of charge the required Food Safety training. There were various training dates planned in 2019 and we are looking forward to returning to delivering more training in 2021 in a Covid-19 secure way.<input type="checkbox"/> In December the PSK were asked to move to a new location due to development work of Queensgate centre. You may remember we moved from Bright Street (behind the Brewery Tap) to Broke Street briefly

before moving once again to Wellington Street.

- As a food business operator within a charity the PSK have undergone our Food Hygiene Inspection on the 17th July 2019. The food hygiene rating reflects the standards of food hygiene found by the local authority. The PSK have received the highest rating “5” Very Good.

Peterborough Soup Kitchen

5 Rock Road New England Peterborough
PE1 3BU



Thank you to all our volunteers who made this possible.

- The Penny Appeal came to an evening serving in December with a Pop-up marquee and gave out clothes etc. We were also supported by Morgan Sindall engineers who gave us £720 and helped serving. We served turkey and Christmas cake.
- Thank you to Kevin Dawson for his work giving many talks throughout the year to interested groups helping raise interest and support for the Soup Kitchen.
- Our Previous Chairman, Ian Davies received a Civic Award at the town Hall for his work with PSK. Well done Ian...
- We have received many food donations throughout the year, and we have supported other charities with our excess food. Thank you to all our sponsors, partners and the general public for all their support in 2019.

That leaves me just to thank all our volunteers for their continued support, you have made a real difference for the homeless and disadvantaged in Peterborough.

Poll accepting report 100%

4 Treasurer's report

Started the year with £63,800, ended with £69,300

Donations £33292 include

Churches, Companies, Schools, Individuals, social groups, JG and Paypal donors
£9967 JG

	<p>£8000 from Pret a Manger for 2020 groceries (we recvd £5173 for 2019)</p> <p>Landys & Gyr of Market Deeping gave us £2500. They said this money could go towards 2 years' worth of storage.</p> <p>Fundraising raised £400 selling light wands and collecting tins at the Christmas Lights switch on at Peterborough 1, Van Haag.</p> <p>Payments</p> <p>Rent is £157.92 per month</p> <p>Fundraising cost is £18 per month for JG membership</p> <p>Client support was the sleeping bags. As it was so cold we bought 50 sleeping bags costing around £1100. £720 was used from a donation raised by a family in memory of someone who had died sleeping rough - we thought that would be appropriate use of the funds.</p> <p>Repairs/cleaning also includes kitchen equipment £5607 included waste collection and cleaning around £130 a month. We bought a new freezer and a glass fronted fridge. Around £3000. We also bought a catering size oven, but this was funded by Burghley Family Trust £500</p> <p>Travel/vehicle costs include taxis for collecting food from Pret a Manger £620.</p> <p>Premises costs include storage £92 per 4 weekly and key cutting.</p> <p>We served over 13600 clients in 2019, averaging 40 per night. Average cost per client 1.85</p> <p>Poll accepting report 100%</p>
5	<p>Appointment of auditors</p> <p>I'd like to thank Trevor French of Joynson's Accountants for again certifying our accounts for free.</p> <p>Treasurer proposed that Trevor French be re-appointed to certify the accounts next year.</p> <p>Poll for 100%</p>
6	<p>Membership Secretary's report</p> <p>The Peterborough Soup Kitchen currently has 194 members, this is up 5 from last year. Included in this are currently 16 volunteers on the Waiting list (completed applications and waiting for permanent team places) and 12 volunteers on the permanent reserves (people who cannot commit to one particular team).</p> <p>We still have 4 companies that field a team or part of a team.</p> <p>Turner and Townsend - ½ Team 8 Ikea and Help Systems alternate for Team 23</p>

Western Union - Team 24

Since the last AGM we have had 45 new members and 40 people leave. This may seem like a lot but some of it was updates on some teams' current members. It is important for all teams to let us know if they "acquire" new members so that they are covered by our insurance policy.

We have also had 1 request for an application form and also 1 request from a summer camp from Peterborough, Ontario, Canada. This is quite low as we normally get around 10 offers of help from Canada each year.

25 non PSK members wanted to help over Christmas 2019, but unfortunately we were unable to use any of them as most were only being available on Christmas Day, and we had plenty of cover for the other days over the festive period.

Christmas of 2019 was one of the best for the past few years in regards teams going out as we only had one team completely step down.

In 2019, 115 teams have needed extra 171 volunteers.

Facts and Figures

Of the current 194 members

57 are male (down 1) and 137 are female (up 6) this equates to

Males 30% and Females 70%

186 or 95% are on email (this makes membership communication a lot cheaper and quicker)

Members that have joined in the past 5 years have the following average ages...

Males 42 and females 43, with the youngest being 20 and the oldest being 78

Currently 2020 has proved to be challenging.

The bulk of our clients have been in hotels for the majority of this year. With PSK making up breakfast bags each day and lunch bags on Friday to Sunday, and considering social distancing, we have had to re-think the way our teams work. We have also had to form 2 new teams. Team 29 make up the lunch for Saturday and breakfast for Sunday, whilst Team 30 make up the lunch bags for Friday. The usual teams (1 to 28) with the exception of our Sunday teams (7,14,21 and 28) have been going in each day to make the breakfast bags, and Sunday teams have been in to make up lunch for Sunday and breakfast for Monday.

Each team has worked with reduced numbers to conform with social distancing. The problem with this is that some of our volunteers may not have been out with PSK since the lockdown started, and we run the risk of them becoming dis-interested and potentially leaving. Also, around 15% of our members have stepped back to self-isolate due to either shielding a vulnerable person in their household, or because they themselves are vulnerable.

Whenever we get a plan in place to serve clients again, I will be contacting all members to ensure we have cover in place to do it.

7	<p>Election of Officers</p> <p style="text-align: right;">Poll for</p> <p>Poll against</p> <p>Chair Ian Barber re-elect 100%</p> <p>Company Secretary Kevin Dawson re-elect 100%</p> <p>Treasurer (Elaine Stapleford standing down)</p> <p>I have a nomination from Nigel Evenett who is a very capable person with experience in charity accounting. I've really enjoyed my time at the kitchen and wish everyone well in the future - which is a great unknown at the moment</p> <p>Nigel Everett elect 100%</p> <p>Membership Secretary Richard Pike re-elect 100%</p> <p>Committee Members</p> <p>John Freeman - Stock re-elect 100%</p> <p>Anna Cannizzaro - standing down</p> <p>New nominees:</p> <p>Maxine Drake Trustee elect 100%</p>
	<p>Meeting closed at 8 pm</p>

PETERBOROUGH SOUP KITCHEN

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 DECEMBER 2020

	<u>£p</u>	<u>£p</u>
Balances as at 1 January 2020		
Bank current account		31961.39
Bank deposit account		19406.11
Virgin Money		18023.56
Cash in hand		
		<hr/>
		69391.06
Receipts		
Donations	47049.81	
Gift Aid	110.29	
Fundraising		
Bank interest		
	<hr/>	
	113.64	47273.74
		<hr/>
		116664.80
Less Payments		
Rent and rates	1895.04	
Fund raising	216.00	
Food and disposable crockery etc.	16118.91	
Postage, stationery and telephone	1172.73	
Repairs and renewals	2864.76	
Travelling expenses and vehicle costs	5425.86	
Premises costs	397.92	
Training	50.00	
Miscellaneous and website	144.58	
Insurance	530.24	28816.04
	<hr/>	
		87848.76
Closing balances as at 31 December 2020		<hr/> <hr/>
		87848.76
Represented by:		
Bank current account		37750.17
Bank deposit account		31986.40
Virgin Money		18112.19
Cash in hand		
		<hr/>
		87848.76
		<hr/> <hr/>

We have examined the books, vouches and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2020 and certify that the above Receipts and Payments account is a true and correct summary of their activities

02 March 2021



JOYNSON & Co
89a High Street
Market Deeping
Peterborough
PE6 8ED

Joynson & Co.

Accountants

T. J. French F.M.A.A.T.

**89a High Street
Market Deeping
Peterborough
PE6 8ED
Tel. 01778 346706
Fax. 01778 380020**

03 March 2021

Our Ref: TJF/ S0053

Mr N Evenett
Peterborough Soup Kitchen
9 Stanley Road
Peterborough
PE1 1SZ

Dear Nigel

Please find enclosed 4 certified copies of your accounts for the year ended 31 December 2020.

Please arrange to collect your books and papers from our offices at your convenience.

Yours sincerely



Joynson & Co