

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><i>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”.</i></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

	<p>before moving once again to Wellington Street.</p> <p>□ 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.</p> <p><u>Peterborough Soup Kitchen</u> 5 Rock Road New England Peterborough PE1 3BU</p>  <p>Thank you to all our volunteers who made this possible.</p> <p>□ 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.</p> <p>□ 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.</p> <p>□ Our Previous Chairman, Ian Davies received a Civic Award at the town Hall for his work with PSK. Well done Ian...</p> <p>□ 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.</p> <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>
4	<p>Treasurer’s report</p> <p>Started the year with £63,800, ended with £69,300</p> <p>Donations £33292 include</p> <p>Churches, Companies, Schools, Individuals, social groups, JG and Paypal donors £9967 JG</p>

	<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	Election of Officers	
	Poll against	Poll for
	Chair Ian Barber re-elect	100%
	Company Secretary Kevin Dawson re-elect	100%
	Treasurer (Elaine Stapleford standing down)	
	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	
	Nigel Everett elect	100%
	Membership Secretary Richard Pike re-elect	100%
	Committee Members	
	John Freeman - Stock re-elect Anna Cannizzaro - standing down	100%
	New nominees:	
	Maxine Drake Trustee elect	100%
	Meeting closed at 8 pm	

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/>	<hr/>
	113.64	47273.74
		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/>	<hr/>
Closing balances as at 31 December 2020		<u>87848.76</u>
Represented by:		
Bank current account		37750.17
Bank deposit account		31986.40
Virgin Money		18112.19
Cash in hand		
		<hr/>
		<u>87848.76</u>

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



JOYNTON & 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