



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>
4	<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>
5	<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	<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>Ian Barber – Chair John Freeman – Logistics Richard Pike – Membership Secretary</p> <p>The following nominations for the officer positions were proposed.</p> <table><tr><th>Position</th><th>Name</th><th>Voted</th></tr><tr><td>Chairperson</td><td>Maxine Drake</td><td>100%</td></tr><tr><td>Company Secretary/Vice Chair</td><td>Kevin Dawson</td><td>100%</td></tr><tr><td>Treasurer</td><td>Nigel Everett</td><td>100%</td></tr></table> <p>Nominations for other roles were nominated or seconded into the following positions.</p> <table><tr><th></th><th>Position</th><th>Name</th><th>Voted</th></tr><tr><td>Seconded</td><td>Logistics</td><td>Kevin Browne</td><td rowspan="3">100%</td></tr><tr><td>Trustee</td><td>Communications</td><td>Rosy Gladstone</td></tr><tr><td>Seconded</td><td>Membership</td><td>Ricky Barsby</td></tr></table> <p>Additional nominations for Trustees are as follows.</p> <table><tr><th></th><th>Position</th><th>Name</th><th>Voted</th></tr><tr><td>Trustee</td><td></td><td>Debbie Cox</td><td rowspan="3">100%</td></tr><tr><td>Trustee</td><td></td><td>John Dolan</td></tr><tr><td>Trustee</td><td></td><td>Fiona Winchester</td></tr></table> <p>The new Trustees gave a brief introduction to themselves,</p> <p>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.</p>	Position	Name	Voted	Chairperson	Maxine Drake	100%	Company Secretary/Vice Chair	Kevin Dawson	100%	Treasurer	Nigel Everett	100%		Position	Name	Voted	Seconded	Logistics	Kevin Browne	100%	Trustee	Communications	Rosy Gladstone	Seconded	Membership	Ricky Barsby		Position	Name	Voted	Trustee		Debbie Cox	100%	Trustee		John Dolan	Trustee		Fiona Winchester
Position	Name	Voted																																							
Chairperson	Maxine Drake	100%																																							
Company Secretary/Vice Chair	Kevin Dawson	100%																																							
Treasurer	Nigel Everett	100%																																							
	Position	Name	Voted																																						
Seconded	Logistics	Kevin Browne	100%																																						
Trustee	Communications	Rosy Gladstone																																							
Seconded	Membership	Ricky Barsby																																							
	Position	Name	Voted																																						
Trustee		Debbie Cox	100%																																						
Trustee		John Dolan																																							
Trustee		Fiona Winchester																																							
7	<p>AOB</p> <ul style="list-style-type: none">□ 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																																								

--	--

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
		<hr/>
Closing balances as at 31 December 2021		<u><u>75454.50</u></u>
Represented by:		
Bank current account (Metro a/c)		25379.46
Bank deposit account		31938.80
Virgin Money		18136.24
Cash in hand		
		<hr/>
		<u><u>75454.50</u></u>

We have examined the books, vouchers and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2021 and certify that the above Receipts and Payments account is a true and correct summary of their activities



17 March 2022

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

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
		<hr/>
Closing balances as at 31 December 2021		<u><u>75454.50</u></u>
Represented by:		
Bank current account (Metro a/c)		25379.46
Bank deposit account		31938.80
Virgin Money		18136.24
Cash in hand		
		<hr/>
		<u><u>75454.50</u></u>

We have examined the books, vouchers and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2021 and certify that the above Receipts and Payments account is a true and correct summary of their activities



17 March 2022

JOYNTON & 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 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
		<hr/>
Closing balances as at 31 December 2021		<u><u>75454.50</u></u>
Represented by:		
Bank current account (Metro a/c)		25379.46
Bank deposit account		31938.80
Virgin Money		18136.24
Cash in hand		
		<hr/>
		<u><u>75454.50</u></u>

We have examined the books, vouchers and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2021 and certify that the above Receipts and Payments account is a true and correct summary of their activities

17 March 2022

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

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
		<hr/>
Closing balances as at 31 December 2021		<u><u>75454.50</u></u>
Represented by:		
Bank current account (Metro a/c)		25379.46
Bank deposit account		31938.80
Virgin Money		18136.24
Cash in hand		
		<hr/>
		<u><u>75454.50</u></u>

We have examined the books, vouchers and other information supplied by the Peterborough Soup Kitchen for the year ended 31 December 2021 and certify that the above Receipts and Payments account is a true and correct summary of their activities



17 March 2022

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