

# PETERBOROUGH SOUP KITCHEN

*Feeding the homeless and disadvantaged*



## Minutes of AGM Thursday 22<sup>nd</sup> September 2022

	AGENDA ITEM																										
1	<p><b>Welcome:</b></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><b>Review of Previous Minutes from AGM October 2021:</b></p> <p>Everyone agreed with the previous minutes and no corrections needed to be made.</p> <p>Approved Poll 100%.</p>																										
3	<p><b>Chairs Report by Maxine Drake:</b></p> <p><b>Overview</b></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><b>Total client numbers per month</b></p> <table><tr><th></th><th>Month</th><th>Nov</th><th>Dec</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>Grand Total</th></tr><tr><td>Sum of Client Numbers</td><td></td><td>953</td><td>911</td><td>1025</td><td>822</td><td>962</td><td>1017</td><td>1133</td><td>1183</td><td>1058</td><td>1230</td><td>10294</td></tr></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
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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								
Category		Jan	Feb	Mar	Apr	May	June	July	August	Grand Total
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.

	<p>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.</p> <p>2021 also saw us move bankers from Barclays to Metro.</p> <p>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.</p> <p>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</p> <p><b>Cash at hand in August 2022</b></p> <p>Current Account £28,385.24</p> <p>Saving Account £21,946.38</p> <p>Virgin Money £18,136.24</p> <p>Total £68,467.86</p> <p><b>Appointment of auditors</b></p> <p>We would like to thank Trevor French of Joynson’s Accountants for again certifying our accounts for free.</p> <p>Treasurer proposes that Trevor French be re-appointed to certify the accounts next year. This was agreed by all.</p> <p>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.</p> <p>Poll accepting report 100%.</p>
5	<p><b>Company Secretary’s Report by Kevin Dawson:</b></p> <p><b>Formal closure of charity no.287602</b></p> <p>Upon viewing the Charity Commission website, you will note that two charities are listed under the Peterborough Soup Kitchen within the Register of Charities.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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.

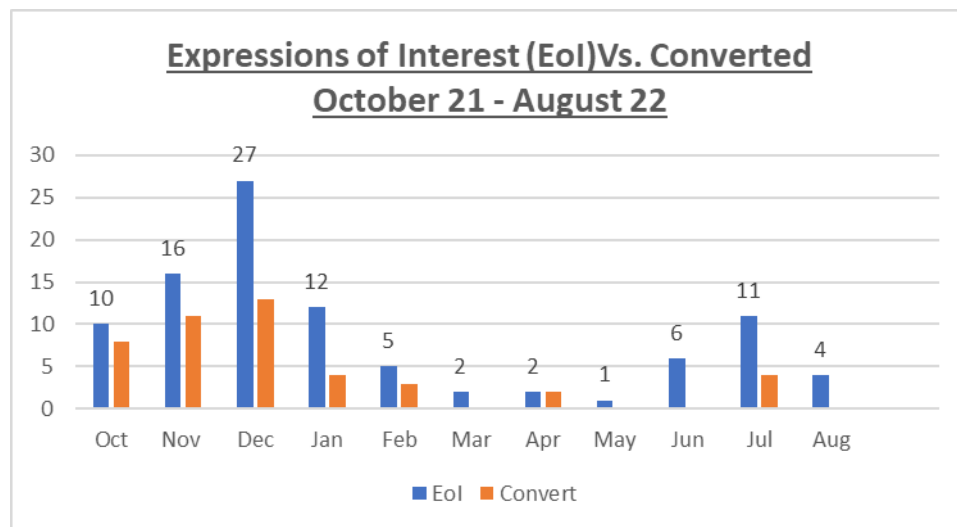
Currently we have 4 volunteers on the waiting list and 13 on the permanent reserve list.

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.

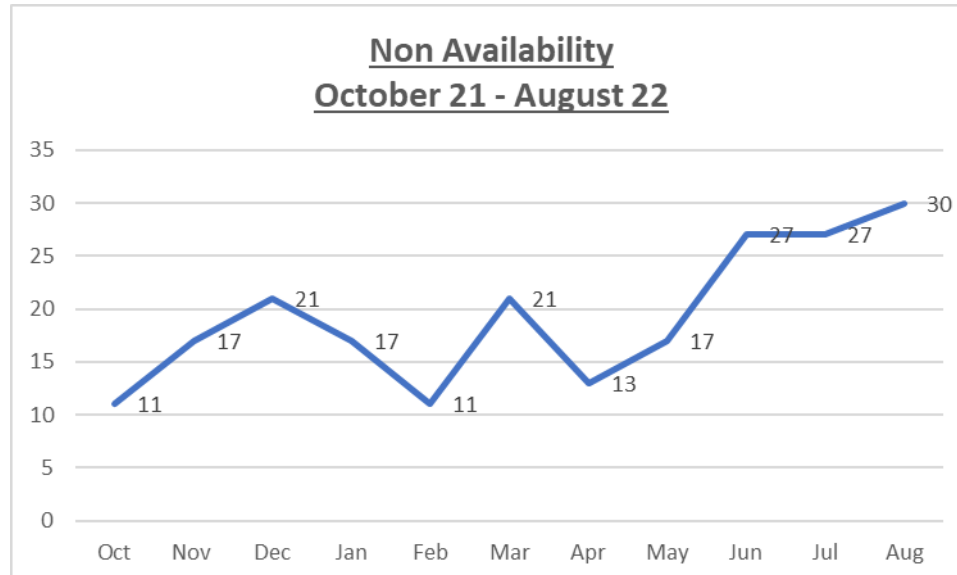


We had 96 people enquire (Expressions of Interest) to become volunteers with us. Of these, 45 applied and become (Converted) volunteers. This equates to a conversion rate of 47%.



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%.

<p><b>7</b></p>	<p><b>Corporate Donations/Fundraising Report by Kevin Browne:</b></p> <p>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.</p> <p>Corporate Donations:</p> <p>I have contacted Compare the Market Ltd, an existing sponsor, and have arranged to assist with a company sleepover they are organising for September.</p> <p>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</p> <p>I have contacted the Community Champion of Morrisons Peterborough with a view to be involved with their charity donation bags.</p> <p>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</p> <p>A group of trustees attended and manned an exhibition stand at the local Deeping raft race. Their efforts raised a total of £287</p> <p>We have also booked into the Deeping Christmas Fayre in December.</p> <p>I have written first contact letters to the following Companies</p> <p>BGL Insurance</p> <p>Allison Homes</p> <p>British Sugar</p> <p>Fundraising:</p> <p>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.</p> <p>Initial endeavours have seen donations of £10,000 + gift aid of £2500 as well as £1250.</p> <p>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.</p> <p>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.</p> <p>Poll accepting report 100%.</p>
<p><b>8</b></p>	<p><b>Logistics Report by Dave Ribakovs:</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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>

	<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>
9	<p><b>Partnerships Report by Dave Ribakovs:</b></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"> <li>• Peterborough Food Bank</li> <li>• Garden House – Light Project</li> <li>• Hope House</li> <li>• Salvation Army – Trussel Trust</li> <li>• Eastfield Guest House</li> <li>• Outside Links</li> </ul> <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>
10	<p><b>Election of Officers:</b></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

	£p	£p
<b>Balances as at 1 January 2022</b>		
Bank current account		25379.46
Bank deposit account		31938.80
Virgin Money		18136.24
Cash in hand		
		<hr/> 75454.50
<b>Receipts</b>		
Donations	64461.98	
Gift Aid		
Fundraising		
Bank interest		
	<hr/> 82.38	64544.36
		<hr/> 139998.86
<b>Less Payments</b>		
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	43319.07
		<hr/>
<b>Closing balances as at 31 December 2022</b>		<hr/> <u>96679.79</u>
<b>Represented by:</b>		
Bank current account (Metro a/c)		46522.37
Bank deposit account		31973.51
Virgin Money		18183.91
Cash in hand		
		<hr/> <u>96679.79</u>

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



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

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