

PETERBOROUGH SOUP KITCHEN

Feeding the homeless and disadvantaged



Minutes of AGM Monday 6th November 2023

	AGENDA ITEM																																										
1	<p>Welcome:</p> <p>The Chair welcomed everybody, and everyone introduced themselves.</p> <p>Attendees: Maxine Drake (MD), Ricky Barsby (RB1), John Freeman (JF), Paul Berry (PB), Dave Ribakovs (DR), Odette Gould (OG), Kevin Dawson (KD), Michelle Collins (MC), Fiona Winchester (FW1), Amber Christie (AC), Tony Purdie (TP), Sean Jones (SJ), Gordon Tyler (GT), Richard Burgess (RB2), Lewis Tasker (LT), Julian Wright (JW), Jenny Turner (JT), Fran Watson (FW2), Steve Fox (SF), George McDermott (GM), Kerry Moulton (KM), Val Chodkiewicz (VC), Louis Moulton (LM), Sharron Eddings (SE), Charlie Ince (CI), Sabrina Lukacs (SL), Rosa Seery (RS), Margaret Lenton (ML), Louise Lawrence (LL), Mags Kirby (MK) and Beccy Tyler (BT).</p> <p>Apologies from Kevin Brown (KB) and Sarah Morton (SM).</p> <p>Meeting commenced at 19:00.</p>																																										
2	<p>Review of Previous Minutes from AGM September 2022:</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 in need, hardship, or duress in Peterborough, which is achieved mainly via the daily service at initially Wellington Street car park and now at Acland Street/Brewery Tap car park.</p> <p>This year we have seen an increase in the number of clients using the service and well as sadly, the number of families with children. Families are being sent to us from the council, who had contacted us and asked if we could support them. The families that do come to the serving van are not regular visitors, usually a few days whilst food vouchers are sorted out, but we do now record the number of children allowing us to advise the council how often this is happening.</p> <table><tr><th></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><tr><td>2022 - Clients</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>1393</td><td>1270</td><td>1089</td><td>1008</td><td>13,190</td></tr><tr><td>2023 - Clients</td><td>1251</td><td>1342</td><td>1522</td><td>1513</td><td>1453</td><td>1549</td><td>1796</td><td>1903</td><td>1633</td><td>1538</td><td></td><td></td><td>15,500</td></tr></table> <p>As well as the daily service we have continued to support 1 local primary school with breakfast club and are intending to continue to do that in 2024.</p>		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	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
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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

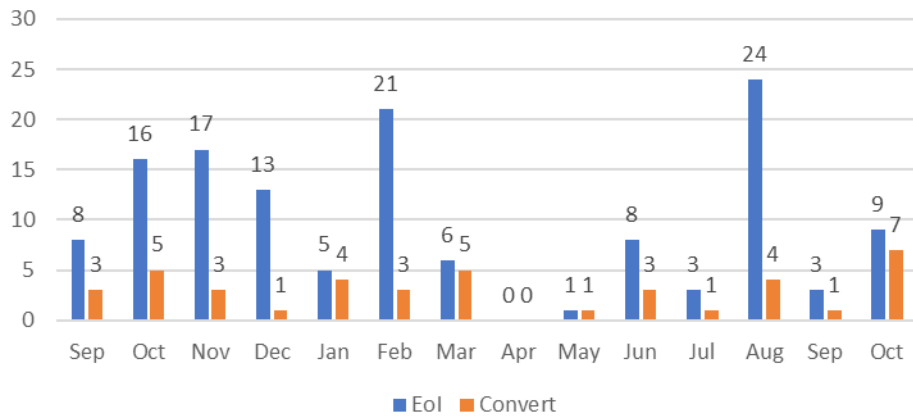
Current Account £41,454.68

Virgin Money £18,183.91

Total £91, 838.58

	<p>a. Appointment of auditors</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>There were no questions.</p> <p>Poll accepting report 100%.</p>
5	<p>Company Secretary’s Report by Beccy Tyler:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>a. Formal closure of Charity no.287602</p> <p>The Charity Commission have been contacted to close our former Charity number, as agreed in our AGM last year.</p> <p>b. Updates to CIO Constitution (Charity no. 1172557)</p> <p>No updates required this year.</p> <p>There were no questions.</p> <p>Approved Poll 100%.</p>
6	<p>Membership Report September 2022 – October 2023</p> <p>We now have one hundred and seventy-one members, which is an increase of six versus last year. Of these:</p> <ul style="list-style-type: none"> - 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. <p>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%.</p>

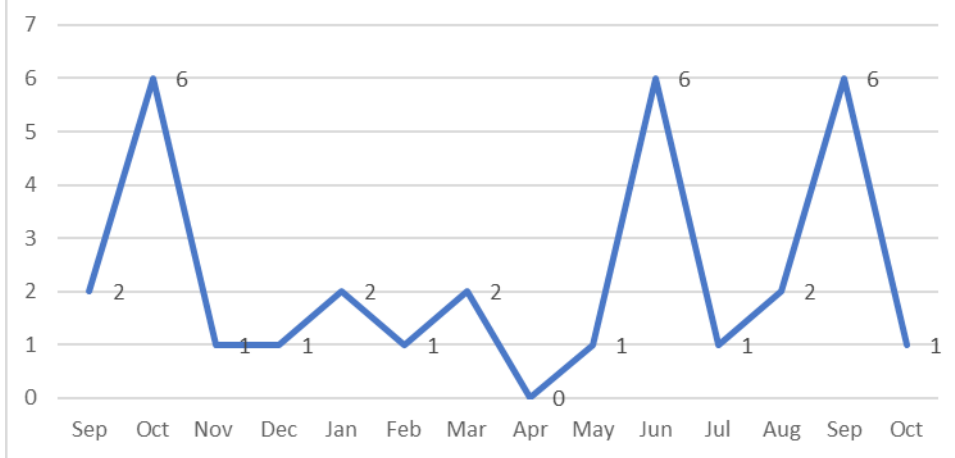
Expressions of Interest (Eoi) Vs. Converted Sept 22 - Oct 23



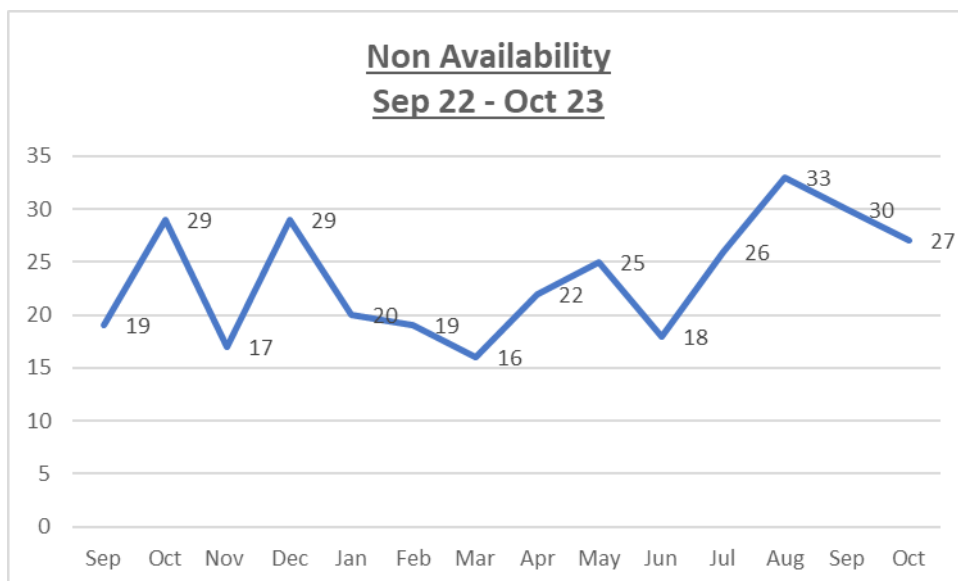
During the period September 2022 to October 2023 inclusive thirty-two volunteers left the soup kitchen, which is significantly less than the one hundred and two reported at last year's AGM for the period October 2021 to August 2022 inclusive.

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>
9	<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>
10	<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

	<p>still see John on his monthly shift, thank you.</p> <p>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.</p>
	<p>Meeting closed at 19:39</p>

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

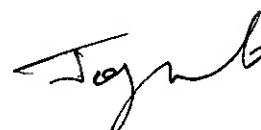
RECEIPTS AND PAYMENTS ACCOUNT

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, vouchers 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



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