



# Trustees' Annual Report for the period

From		Period start date			To		Period end date		
		Day	Month	Year			Day	Month	Year
		01	01	2019			31	12	2019

## Section A Reference and administration details

Charity name

YPL (Young People Littleport)

Other names charity is known by

Registered charity number (if any)

1127679

Charity's principal address

Granby Street

Littleport

Cambs

Postcode

CB6 1NE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Imogen Gold	Chairperson		
2	Trevor Wibrow			
3	Marie Muffitt	Treasurer		
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Funding/Training	Young Lives	11 Bridge St, St Ives, Huntingdon, Cambs PE27 5EH
Funding	VCAEC	41e Forehill, Ely, Cambs CB7 4AA

## Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 10 <sup>th</sup> September 2008
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	All new or replacement Trustees shall be appointed by majority vote of the remaining Trustees.

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### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A Child Protection Policy is in place.  
 An Equal Opportunities Policy is in place.  
 A Health and Safety Policy is in place.  
 An Adult Safeguarding Policy is in place  
 A Risk Management Policy is in place  
 A Volunteer Management Policy is in place  
 An Information Security Policy is in place

DBS checks are carried out prior to the engagement of trustees or volunteers and are repeated in line with statutory requirements.

All trustees give their time voluntarily and receive no remuneration or other benefits.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To advance in life and help the young people of Littleport and the surrounding area through:

Advancing education;

The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.

Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

To promote for the benefit of the inhabitants of Littleport and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit during our Trustee Meetings.

We continue to concentrate on providing a large variety of activities to appeal to as wide a range of young people as possible as well as providing adult social activities which are also lacking in the community. This benefits people by developing their confidence and social skills as well as bringing the community closer together, as we welcome everyone, regardless of age, ability, social/cultural background or faith.

The Centre houses a Tea Shop, which is popular with community members of all ages, as well as being used by local Care Home residents and the Café at the Indoor Arena is always busy. The Music Rooms are used for giving music lessons and provide a rehearsal venue for local bands. There is also a free toy and book Swap Shop for children and a free play room with a garden used by parents and children. Extra activities are organised in the school holidays. Local adults enjoy the Fitness Classes at the Performing Arts Centre. YPL's Charity Shop sells good quality second-hand items at very reasonable prices, which is important in this area of high unemployment, as is the opportunity for people to buy and sell items at the Auctions. The IT Suite is of great benefit to the community, enabling the Centre to run free computer courses and give local people access to computers and the Internet on an ad hoc basis as well as schoolchildren needing computers for their homework. It is particularly useful to unemployed people who must search for jobs online.

We would not be able to offer such a variety of provisions to the community without the help of our many volunteers, who help in all areas from supervision of young people to working in the kitchens, the Charity Shop, the Auctions and the office.

Activities and the running costs of the Centre are financed by the revenue from the Tea Shop & Café, Charity Shop, now twice-weekly Auctions, room hire and our own fundraising efforts.

#### **Additional details of objectives and activities (Optional information)**

## **Section D**

## **Achievements and performance**

### **Summary of the main achievements of the charity during the year**

In 2019 YPL continued to concentrate on providing different activities to appeal to as wide a range of community members as possible. This benefits people by developing their confidence and social skills as well as bringing the community closer together, as we welcome everyone, regardless of age, ability, social/cultural background or faith.

Many of YPL's activities from last year continued, including the free Computer Courses, the Swap Shop, and the twice-weekly Auctions. The Tea Shop at the Centre in the village is still a focal point for many local residents, although it is now facing stiff competition from two other cafés in the village. The Café at the Indoor Arena is always busy on auction nights as well as being popular with those working on the industrial estate where it is situated and HGV drivers passing the premises. The twice-weekly Auctions are as popular as ever, and enable the Charity to sell larger donated items such as furniture. YPL is now able to attract more buyers and sellers with regular postings on Social Media, where those not able to attend the Auctions can also leave bids. The large car park at the YPL Arena was used for training sessions by the AAA Motorcycle School this year. The Charity Shop in the village enables people to buy good quality second-hand items at very reasonable prices. The mother and toddler group at the Granby Street Centre attracts many local mothers with babies and young children, and this year a Baby Massage group was started at the Performing Arts Centre, which continues to be the venue for DJB Fitness classes and for local parents to use for children's parties free of charge.

## Section D

## Achievements and performance

Unfortunately, the Kung Fu classes and Boxing training providers have not returned this year, and the difficulty in finding sufficient volunteers to maintain regular meetings of the Cinema Club resulted in the Trustees meeting to discuss the financial viability of continuing to lease the building, which is also no longer in great demand for Drama groups and Dance lessons, although there is still a high demand for the free use of the premises for children's birthday parties.

As usual, Christmas was a time for extra activities, including a Christmas Dinner with table service, which was enjoyed by many at the Indoor Arena Café. Santa is always popular with the local children and in various Care Homes in the community.

Donations of furniture, clothes and all manner of bric-a-brac continue to flow into the Charity, all of which have to be sorted and some collected before they can be sold at the Charity Shop and the Auctions. The time that volunteers spend doing this is invaluable, as is all the other work they do which keeps YPL going; those who work in the Tea Shop and Café during the day and those who give up their time in the evenings and on Saturdays to keep the Auctions running smoothly, the admin staff who are responsible for publicising the Centre, producing all manner of posters, as well as all the necessary paperwork for the Auctions and trying to keep track of the accounts, and all those who help out generally. It would be impossible for YPL to continue without the time and expertise the volunteers give.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

We are using our income from events to complete various projects involving renovating the infrastructure of our premises to enable us to increase the range of activities we can offer in the area, and will concentrate on building up reserves at the bank in the future. At present our priority is using the funds we raise to sustain and extend the activities the Charity can offer rather than building up reserves in the Bank.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


## Section F Other optional information

The finance for the overheads and running costs of the Centre are generated by its enterprises and activities. This would be impossible without the Volunteers, whose contribution, together with Phil's and the Trustees' hard work and vision, enables YPL to function on a day-to-day basis. Throughout the year companies and the general public have donated large amounts of useful and saleable goods, including play equipment, furniture, dinner services, clothes and bric-a-brac.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Imogen Gold	
Position (eg Secretary, Chair, etc)	Chair	
Date	25/09/2020	



Charity Name YPL	No (if any) 1127679
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## Receipts and payments accounts

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For the period from	Period start date 01/01/2019	To	Period end date 31/12/2019
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Tea Shops	35,844		-	35,844	-
Charity Shop	16,153		-	16,153	-
Misc	-		-	-	-
Room Hire	10,822		-	10,822	-
Fundraising & Donations	905		-	905	-
Auction commission	74,841		-	74,841	-
			-		-
			-	-	-
<b>Sub total</b> (Gross income for AR)	138,565		-	138,565	-
<b>A2 Asset and investment sales, (see table).</b>					
		-	-		
		-	-	-	-
<b>Sub total</b>		-	-	-	-
<b>Total receipts</b>	138,565	-	-	166,707	-
<b>A3 Payments</b>					
Buildings, repair, maintenance	2,826	-	-	2,826	-
Sweets, drinks, food and sundries	13,342	-	-	13,342	-
Equipment, office supplies	2,860	-	-	2,860	-
Rent, insurance, rates	86,017	-	-	86,017	-
Utilities	22,013	-	-	22,013	-
Clubs	230	-	-	230	-
Vehicles/Misc	830	-	-	830	-
Bank charges	811	-	-	811	-
Wages and pensions	10,869	-	-	10,869	-
Unreconciled difference	27	-	-	27	-
<b>Sub total</b>	139,825		-	139,825	-
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	
Loan repayments		-	-	-	
<b>Sub total</b>		-	-	-	-
<b>Total payments</b>	139,825	-	-	139,825	-
<b>Net of receipts/(payments)</b>	- 1,260	-	-	1,260	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	4,293	-	-	4,293	-
<b>Cash funds this year end</b>	3,033	-	-	3,033	-

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		-	-	-
	Barclays Bank	2,487	-	-
	Auction cash/petty cash	573	-	-
	<b>Total cash funds</b>	<b>3,060</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tea Shop Stock		-	656
	15 Computers & Monitors, Laptop, IT Suite furniture		-	500
	Recording studio & instruments		-	500
	Printers x 5		-	100
	Projectors x 2		-	100
	Kitchen equipment		-	2,000
	3 Large Flat-screen TVs		-	100
	Sundry Equipment		-	500
	Floats (Tea shops)			100
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
	Private Loan (interest-free, no fixed term)		9,314	
	Private Loan (interest-free, no fixed term)		1,894	
	Private Loan (interest-free, no fixed term)		1,100	
	Insurance/rent arrears			
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	Imogen Gold	Imogen Gold	25/09/2020	