

Bovey Tracey Youth Action.  
AGM 4<sup>th</sup>. November 2020.

Annual Report. 2020.

Last year's AGM was to have been held on 16/7/2019 but took place on 22/10/19. Hopefully, next year we shall be able to hold our AGM earlier again. However, this year it is timely that our meeting is being held after we have experienced six months of Covid and during this time our café has, of course, been closed.

Fortuitously, Mark recently had a meeting with Maz Johnson, Robbie Donovan and Jackie Marks when the re-opening of the Café was thoroughly discussed. All were keen to get things moving again and after necessary planning and preparation in November the hope is to re-open on a restricted basis in December.

Reflecting on those six months after our last AGM all the indications are that the Café went through an excellent half-year. At our Trustees meeting on 4<sup>th</sup>. February Mark presented a comprehensive report indicating no safeguarding issues, likewise Health and Safety matters were all up to date and in order. A detailed table of remuneration and potential changes following the new National Minimum Wage were discussed and new pay rates were agreed.

Various future events were outlined but because of lockdown we have been restricted to a summer barbecue and day out at Shallowford Farm. This was much enjoyed and well organised and may well be repeated in future. Currently a ten pin bowling outing before Xmas is being considered.

As always our thanks are due to our staff who have inspired our young people to come to the Café and enjoy all that it has to offer and all the various opportunities to engage with them and share pleasures and problems when they occur, knowing they can have confidence that the advice they get will be appropriate and private.

Thanks to our funders, the café is looking in first class order, decorations done, frontage totally restored and plenty of things for our young people to do and make use of inside as well as our kitchen which is the source of many tasty treats!

We continue to cater for a broad spectrum of needs and parents and staff interact constructively. We look forward to the return of our young people and a degree of normality.

Our accounts, examined and presented for us by Alf Price, indicate that despite spending £17,000 on the café frontage and comprehensive re-painting we had reserves of £18,000.

This year, as Mike Knuckey, our Treasurer, outlined in his September forecast, this figure should be higher, thanks in part to government funding which Mark has carefully managed.

As always the backing and financial aid that Trustees give to what we do is vital and as we endeavour to get things moving again in the coming year their involvement will be essential.

The regular funding which our Town Council consistently provides underpins what we do and we confirm how much this is appreciated by our Trustees, our Staff, and the young people who come to the Café and importantly their parents. We note with pleasure that Amy was given Citizen of the Year award for her volunteering work with younger people in the Café.

We look forward to the Co-op's donation following the conclusion of their 2019/20 community charities fund, a useful boost to 2020 income.

Attached to this report is a summary of the essential attention to regulation and training that Mark and our staff fulfil on an ongoing basis.

Let's retain our optimism!!... Thank you all.

## **REGULATION AND TRAINING**

### **Safeguarding**

Ongoing refresher training of staff throughout the year. Staff remain vigilant and observant of any behaviours which may indicate abuse. No issues raised or identified during the year (18/19 & thus far in 2010).

### **Fire safety**

Café remains compliant. Two inspections a year focusing on fire appliances and alarm. Also an annual boiler safety check. (next Fire inspection this Friday!).

### **Electrical Safety**

Fixed electrical installations within the café have been inspected and are ok. This is a 5 year inspection.

### **Health and Safety**

No reportable incidents in 2018/19 (nor this year).

### **First Aid**

Staff 1<sup>st</sup> Aid certificates remain in date

### **Mental Health First Aid**

Staff have attended a MHFA training. Mark is certificated as a Mental health 1<sup>st</sup> Aider

### **Food Hygiene**

Café again awarded 5\* rating for food hygiene and working practices by Teignbridge environmental health

### **Policy review**

Have been undertaken and updated for Safeguarding, H&S, Data protection. HR policies are p to date but need review in 2021.

**BOVEY TRACEY YOUTH ACTION**

**UNAUDITED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Un restricted Funds £	Restricted Income Funds £	Total This Year £	Total Last Year £
<b><u>Incoming Resources</u></b>					
Grants & Donations			32,504	<b>32,504</b>	28,157
Income from Activities for generating Funds			238	<b>238</b>	568
Investment Income				<b>0</b>	10
Other Incoming Resources			17	<b>17</b>	
<b>Total Incoming Resources</b>		<b>0</b>	<b>32,759</b>	<b>32,759</b>	<b>28,735</b>
<b><u>Resources Expended</u></b>					
Wages and Salaries	2		16,488	<b>16,488</b>	15,329
Water Rates			570	<b>570</b>	464
Light and Heat			2,671	<b>2,671</b>	2,407
Telephone and Internet			223	<b>223</b>	330
Printing, Postage & Stationery			-	<b>0</b>	-
Computer Software			-	<b>0</b>	-
Training / Supervision			152	<b>152</b>	-
Activities			671	<b>671</b>	826
Insurance			1,887	<b>1,887</b>	1,946
Professional Fees			472	<b>472</b>	457
Building Maintenance			16,963	<b>16,963</b>	744
Miscellaneous			248	<b>248</b>	147
Depreciation			584	<b>584</b>	689
<b>Total Resources Expended</b>		<b>0</b>	<b>40,929</b>	<b>40,929</b>	<b>23,339</b>
<b>Net Incoming Resources</b>			(8,170)	<b>(8,170)</b>	5,396
<b>Total Funds brought forward</b>			196,430	<b>196,430</b>	191,034
<b>Total Funds carried forward</b>		<b>0</b>	<b>188,260</b>	<b>188,260</b>	<b>196,430</b>

The notes set out on pages 3 and 4 form an integral part of these accounts.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF BOVEY TRACEY YOUTH ACTION**

I report on the accounts of the Trust for the year ended 31 December 2019 which are set out on pages 1 to 4.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required (under section 93(2) of the Charities Act 1993) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts (under section 43(3)(a) of the 1993 Act)

Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act);  
and  
to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently I do not express an audit opinion on the view given by these accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention;

1) which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records with section 41 of the 1993 Act; and  
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act  
have not been met; or

2) to which in my opinion attention should be drawn in order to enable proper understanding of the accounts to be reached.



**A PRICE & CO**  
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**Date 29 September 2020**