



Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 06	Month 04	Year 2020	Day 05	Month 04	Year 2021

From

To

Section A

Reference and administration details

Charity name Holmer Green Youth Club - COI

Other names charity is known by

Registered charity number (if any) 1160911

Charity's principal address 18 Parish Piece

Holmer Green

High Wycombe

Postcode

HP15 6SP

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	Jim Leftwich	Treasurer		
2	Mark Olsen	Chair		
3	Claire Ljubisic			
4	Sarah Hammond			
5	Beverly Smith			
6				
7				
8				
9				
10				

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
Local government	Stuart Parker	Buckinghamshire Council

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

Youth Club Leader -- Michael Turner

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated June 1 st 2014
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation The Club was formed in 1966 and until 2014 was under the control of Buckinghamshire County Council
Trustee selection methods (eg. appointed by, elected by)	By invitation of existing trustees

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.

The Trustee Board and supporting Management Committee is a balance of business, community, youth service experience and parents. This is to ensure the broadest base of relevant experience and support for the running of the Club and for its long-term future. As a completely voluntary organisation, with no permanent or on-going financial support, it is an essential requirement to have all the necessary skills within the structure to achieve the aims.

With the ending in recent years of local government support, it has become necessary to forge closer links with alternative sources of support, eg. community foundations of housing associations. As a result, the Club has now been able to focus significant training on a range of social skills for our members, especially so in equipping young leaders for service both within the Club, their schools and the local community.

Section C Objectives and activities

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

To advance in life and relieve the needs of young people up to the age of 18, in Holmer Green and neighbourhood by: -

- (a) The provision of recreational and leisure time activities, provided in the interests of social welfare, designed to improve their conditions of life.
- (b) Providing support and activities which develop their skills, and capabilities to enable them to participate in society as mature and

responsible individuals.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main activity is to provide a safe and secure environment where young people can relax, enjoy and learn to develop into well-rounded young citizens. The trustees have full regard for their duty to make this available for the public, in line with the statutory requirements issued by the Charity Commission.

A range of equipment is available for enjoyment and a number of training courses for the development of young members and leaders. These include safeguarding, first aid, self-defence, leadership, mental health, fitness and diet, drug awareness, etc.

The training has led one young member right through from exclusion in the early stages of senior school, to the Duke of Edinburgh award and onto the Management Committee of the Club. One of the two part-time Assistant Youth Leaders also developed through the voluntary leadership training system of the Club.

With just 3 part-time paid staff covering 5 sessions per 4 evenings/week it is vital that new young volunteer leaders are being constantly developed in support roles. This is being done very successfully, equipping many young people to go on into the adult world with a sense of serving and responsibility.

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.

Section D Achievements and performance

At last year's AGM in August we had been closed for several months due to Covid restrictions but were looking forward to a limited opening in the new school year. Following this closure through 2020 we had a brief period in the Autumn when we were able to operate with groups with a maximum of 15. This meant that we added a significant number of additional meetings to cope with providing a Youth Club to all the young people that still wanted to come. Mike took the brunt of this, supported by Rebecca as our number of meetings more than doubled over the period. There then followed a further closure period until mid April when we were able to open again offering a "normal" HGYC with full sized Year groups. Attendance numbers have returned to near pre Covid levels and we have had over **160** young people come to the club since April. Demand has increased with requests for groups from outside our normal catchment area and schools to join the club. We have been able to support most of these requests - though we have been operating a waiting list now for the most popular nights. Mike has also operated an after school option which has proven quite popular. The recent surge in covid numbers and the need to self isolate whole year groups has devastated attendance in the past week. This hasn't been helped by the reticence of schools to share details of who has tested positive so we are able to warn young people who attend HGYC from other schools. Our good relations with the local schools has continued. We were able to offer the Club facilities in September for the Senior School induction programme for Year 7's. We have been already approached to use the club facilities again this September. Mike continues to have regular interaction with both the Senior and Junior schools in HG. He produced a video in April which was sent to the Year 6's to invite them to join the YC. There are possibilities that we may expand our interaction in future to other schools in the area - although we have to ensure to operate within the limitations that we have in our HG hall and staff numbers. Prior to Covid19 we provided a successful youth club with a significant number of young people involved during the year. Since April membership of the various Youth Club sessions averages out at over 100 young people with a continued healthy intake into the Year 6 starter group. The main issues are with the upper years where numbers are low and we continue to operate without a Year 10 group. Training course delivery has continued over the period for staff only, though we plan to resume training of young leaders next term. We rely on several sources of funding to keep us financially stable while healthy numbers of young people have continued to enjoy the facilities offered by the club. We have continued to operate without direct financial funding from parish and unitary authority. Grant funding this year has been relatively good. The most significant income flows have been from gifts to the club from friends who have heard about our work and feel led to gift us amounts. During periods where the staff have been furloughed we have continued to claim from the government furlough system while paying the normal salaries of employees. We continue to operate with 3 paid adult staff augmented brilliantly by a number of young leaders. Carole has however

continued to be furloughed throughout the year following her bereavement and has Long Covid which has involved a several periods in hospital. If fit she may return in September if she is able to return to the full role. Mike and Rebecca continue to lead the Club with great dedication and focus on supporting and helping our Young People. Mike especially does far more hours than we are able to contractually pay him for. Maintenance at the club has thankfully been relatively limited during the year. Mike has continued to clean the club thoroughly and to do the gardening supported by Mark. We have taken down the basketball net as this was unsafe. We still have the issue that if we use the green waste bins from the club we have to pay the Unitary Authority when its waste from a Unitary Authority property. Our main maintenance issue this year has been the boiler/central heating. Following a routine annual maintenance on our gas boiler that was previously working well the engineer was unable to restart the boiler. After several visits this resulted in a new boiler being fitted. However this then resulted in the radiators in the back rooms not working. This then took 3 further visits from engineers and escalation to the owner of the plumbers before the problem was fixed. All of these visits involved more than 30 hours of Mike and Marks time. Stuart and Monica continue to support us on behalf of Buckinghamshire Council. We have received significant guidance from them re Covid rules and regulations. In the uncertain, ever changing and challenging environment our young people find themselves in, we believe that HGYC has an important role to play but that can only be effective with good oversight and governance from the Management Committee and Trustees, with substantial parent involvement.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Section E Financial review

Brief statement of the charity's policy on reserves

The Charity operates with a £3,000 reserve policy.

Details of any funds materially in deficit

There are no funds 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

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)	Mark Olsen	Jim Leftwich
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	26 th July 2021	



Charity Name Holmer Green Youth Club	No (if any) 300293
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Receipts and payments accounts

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For the period from	Period start date 06/04/2020	To	Period end date 05/04/2021
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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 £
A1 Receipts					
General donations	5,100	-	-	5,100	9,089
Subscriptions	598	-	-	598	5,413
Refreshments	655	-	-	655	3,791
Club hire	-	-	-	-	1,500
Training	-	-	-	-	600
HMRC tax reclaim	-	-	-	-	800
HMRC - JRS grant	9,021	-	-	9,021	
Utilities reimbursenent	131	-	-	131	
Sub total (Gross income for AR)	15,505		-	15,505	21,193
A2 Asset and investment sales, (see table).					
	-	-	-		
Sub total					
Total receipts	15,505	-	-	15,505	21,193
A3 Payments					
Salaries	11,608	-	-	11,608	11,513
Utilities	835	-	-	835	1,314
Insurance	875	-	-	875	1,795
Refreshments purchase	568	-	-	568	3,214
Admin & support	220	-	-	220	589
Training	-	-	-	-	427
Communications	414	-	-	414	376
Sub total	14,651		-	14,651	19,228
A4 Asset and investment purchases, (see table)					
	-	-	-		
Sub total					
Total payments	14,651	-	-	14,651	19,228
Net of receipts/(payments)	854	-	-	854	1,965
A5 Transfers between funds			-		
A6 Cash funds last year end	6,558	173	-	6,731	4,766
Cash funds this year end	7,412	173	-	7,585	6,731

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 £
B1 Cash funds	NatWest Bank (HGYC)	7,412	173	
	Total cash funds (agree balances with receipts and payments account(s))	7,412	173	
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			-	-
			-	-
			-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Leased Club house building	Facilities	-	
	Range of moderate cost games units	Facilities	-	
			-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Jim Leftwich - Treasurer	26/07/2021	
		Mark Olsen - Chairman	26/07/2021	