



# Trustees' Annual Report for the period

		Period start date			Period end date		
		Day 06	Month 04	Year 2022	Day 05	Month 04	Year 2023

**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		Resigned February 1 <sup>st</sup> 2023	
5	Beverly Smith			
6	Andrew Baldwin		From February 1 <sup>st</sup> 2023	
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
Local government	Monica Bergh	Buckinghamshire Council
	Rebecca Olsen	

#### 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 <sup>st</sup> 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

The Club provided a service in the year for 190 young people from Holmer Green and other local communities - a significant increase from last year. We were able to operate to our normal schedule with year groups meeting in the evening. We have also continued with a select number of sessions after school.

During the year one of our Trustees Sarah Hammond resigned. Andy Baldwin agreed to become a Trustee and Rebecca Olsen joined our management committee.

We recruited a former young leader - who also works with young people for her “day job” and has performed brilliantly. The Club continues to be led by the leadership team with great dedication and focus on supporting and helping our Young People. We are still actively pursuing a 4th adult member of staff - and have recently approached a number of selected adults known to the Trustees. There has still been no response from the 4 different schemes/platforms we registered with in 2022.

We rely on several sources of funding to keep us financially stable. We have continued to operate without planned financial funding from parish and unitary authority. Following measures taken in the previous year the club is more financially stable and we received a number of donations, including an inflation-based increase from the Rothschild Foundation.

Our good relations with the local schools have continued with liaison with the HG Senior School and Junior School as well as other schools in the area. The Senior School used the club last for all the new Year 7 intake to get to know one another socially and about 200 young people came to the club over 2 days in form groups.

We have continued to operate training courses, running self defence courses for females in the Autumn term and Yoga classes. We also ran a First Aid course for the upper year of the Junior school - as we did pre Covid.

Maintenance at the club has again been relatively limited during the year, but with the pool tables completely renovated and we received donations of new cues and balls from the renovator. We also received donations

## **Section D**                      **Achievements and performance**

of laptops through our new Trustee, for which we are very appreciative.

A group from the National Autistic Society has requested that they would like to hire the club on a Friday or Saturday evening. The management team agreed that we would allow them to use the building un-escorted subject to agreement to meet our rules and training. The management team met with one of their volunteers and we await a firm booking.

We continue to enjoy support on behalf of Buckinghamshire Council through 2 representatives on the management team and we have received significant guidance from them.

We have attended sessions of the Missendens Community board in the year including an awards day in Great Missenden. Our young leaders won the Pride of Bucks award for the work that they do as a group in supporting the work of HGYC. This is a tremendous recognition by the wider community for the excellent work that they do. We assisted with MAY youth survey which they undertook with funding from the Community Board. We publicised their survey and hosted their youth worker over one evening where he questioned our young people around what facilities would they wish provided in the area.

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. We go into the summer break with a more stable financial position than last year and look forward to a successful 2022/3 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	19 <sup>th</sup> . July 2023	



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 05/04/2022	To	Period end date 05/04/2023
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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>					
General donations	26,201	-	-	26,201	3,100
Subscriptions	9,754		-	9,754	6,931
Refreshments	3,975		-	3,975	4,415
Training	430			430	6,450
Support transport	210			210	30
HMRC - JRS grant	-		-	-	840
Refunds	193		-	193	
			-		
			-		
			-		
<b>Sub total (Gross income for AR)</b>	<b>40,763</b>		<b>-</b>	<b>40,763</b>	<b>21,766</b>
<b>A2 Asset and investment sales, (see table).</b>					
			-		
<b>Sub total</b>	<b>40,763</b>				
<b>Total receipts</b>	<b>40,763</b>		<b>-</b>	<b>40,763</b>	<b>21,766</b>
<b>A3 Payments</b>					
Salaries	16,848		-	16,848	13,397
Utilities	1,384		-	1,384	1,266
Insurance	980		-	980	888
Refreshments purchase	3,749		-	3,749	3,602
Admin & support	366		-	366	480
Training	2,280		-	2,280	1,166
Communications	1,397		-	1,397	424
Support transport	322		-	322	90
Equipment purchase	1,825		-		
			-		
			-		
			-		
<b>Sub total</b>	<b>29,151</b>		<b>-</b>	<b>29,151</b>	<b>21,313</b>
<b>A4 Asset and investment purchases, (see table)</b>					
			-		
<b>Sub total</b>	<b>29,151</b>			<b>29,151.00</b>	
<b>Total payments</b>	<b>29,151</b>		<b>-</b>	<b>29,151</b>	<b>21,313</b>
<b>Net of receipts/(payments)</b>	<b>11,612</b>		<b>-</b>	<b>11,612</b>	<b>453</b>
<b>A5 Transfers between funds</b>			-		
<b>A6 Cash funds last year end</b>	<b>8,032</b>		-	<b>8,032</b>	<b>7,579</b>
<b>Cash funds this year end</b>	<b>19,644</b>		<b>-</b>	<b>19,644</b>	<b>8,032</b>

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

Categories	Details	Unrestricted funds to nearest £		Endowment funds to nearest £
B1 Cash funds	NatWest Bank (HGYC)	16,467	3,177	
	Total cash funds	16,467	3,177	
	(agree balances with receipts and payments account(s))			
		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	19th July 2023	
		Mark Olsen - Chairman	19th July 2023	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

HOLMER GREEN YOUTH CLUB

On accounts for the year  
ended

APRIL 5TH 2023

Charity no  
(if any)

1160911

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in order to enable a  
proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

SARAH E HAMMOND

Date:

28-10-2023

Name:

SARAH E HAMMOND

Relevant professional  
qualification(s) or body  
(if any):

FCCA.

Address:

14 SAWFIT HILL, HAZLEMERE  
HIGH WYCOMBE  
HP15 7DB