

Community Youth Project



TRUSTEES' ANNUAL REPORT AND ACCOUNTS
for the period April 2016 to March 2017
Community Youth Project
Registered Charity Number 1093293

REFERENCE AND ADMINISTRATION DETAILS

Charity name:

Community Youth Project

Other names the charity is known by:

Bishops Green Youth Project (former name)

CYP Bishops Green (working name)

CYP Greenham (working name)

Registered charity number:

1093293

Charity's principal address:

Village Hall,
Beech Road,
Bishops Green,
Newbury.
RG20 4AD

Website:

www.communityyouth.org

Names of the charity trustees who manage the charity:

James Lewin, Chair of Trustees

Nick Selsey, Honorary Treasurer

Gareth Morgan

Andrea Raymond

Arthur Johnson

David Bartholomew

Name of chief executive or names of senior staff members :

Ian Green, Youth Worker / Project Manager

Independent Examiners:

Independent Examiners Ltd.

Sovereign Centre,
Poplars, Yapton Lane,
Walberton,
Arundel,
West Sussex
BN18 0AS

Bankers:

HSBC Bank PLC.
6 Northbrook Street,
Newbury,
Berkshire
RG14 1 DJ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document:

Trust deed

How the charity is constituted:

Charitable trust

Trustee selection method:

A new trustee shall need the unanimous consent of the existing trustees.

In selecting persons to be appointed trustees, the trustees shall take into account the benefits of appointing a person who through residence, occupation, employment or otherwise is able by virtue of his or her personal or professional qualifications to make a contribution to the pursuit of the objects of the management of the Charity.

OBJECTIVES AND ACTIVITIES

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

Community Youth Project aims to help and educate young people, especially, but not exclusively through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and contributing members of society.

Summary of the main activities undertaken for the public benefit in relation to these objects:

- *Enabling young people to develop personal and social skills and high aspirations*
by providing advice and information through our staff, and by running informal education workshops.
- *Involving young people in democracy and decision making*
by training, supporting and enabling youth council members, and by encouraging young people to take an active role in their community.
- *Promoting the social inclusion of young people*
by providing a safe and trusted meeting place and opportunities to participate in positive activities, and by addressing issues of isolation by providing subsidised transport to sporting and leisure facilities.
- *Engaging young people in new opportunities and challenging experiences*
by providing opportunities for young people to engage in adventurous activities including residential trips to outdoor activity centres, and by providing opportunities for young people to experience a wide range of sporting activities.
- *Encouraging young people to lead healthy lifestyles*
by providing regular opportunities for young people to engage in sport and exercise, and by providing young people with the advice and information to make informed lifestyle Choices.

ACHIEVEMENTS AND PERFORMANCE



Pictured above:
Matthew Wonnacott
enjoys a game of pool
in our youth room at
Bishops Green.
Now aged 26, Matthew
is now part of the staff
team supporting our
work at Bishops Green.

Youth Clubs at Bishops Green

The established youth clubs at Bishops Green have a great atmosphere. Young people take ownership of their club and feel confident in fully taking part in the program of activities that they help to plan and deliver.

Members of the youth club have the opportunity to participate in a wide range of activities, including sport, adventure, educational workshops and challenges. Young people have access to advice, information and support from our team of staff and volunteers.

Our youth clubs provide a trusted meeting space for young people, helping to protect young people from negative influences such as juvenile nuisance and crime that were a problem in this community.

Our youth clubs recorded 1619 attendances throughout the year with regular weekly attendance from our 67 members. We're grateful for the support of our team of volunteers who gave a total of 438 voluntary hours supporting our work at Bishops Green

Football

(for Bishops Green and The Nightingales)

With the combined skills of Steve Holt and Amy Little (both former members of our youth clubs at Bishops Green) we're able to offer coached games for both Bishops Green and The Nightingales followed by small sided games between the junior and senior teams from the each site. 24 young people attended each week for the 10 week courses. We held 4 courses this year.



Pictured above: a member of Bishops Green Youth Club participating in our Kayaking Trip during the summer school holidays.

Summer Holiday Scheme at Bishops Green

Working with members of Bishops Green Youth Council we developed a program of activities combining a mix of onsite activities at the central Beech Road Open Space and Offsite adventurous activities and leisure trips. Our summer holiday scheme recorded 297 attendances.

Onsite Adventure

Outdoor Academy delivered a range of adventurous activities onsite including a climbing tower, traditional archery, a mountain bike 'pump' track and laser clay pigeon shooting.

Offsite Adventure

Kayaking trip, mountain boarding trip, raft building trip at and a climbing trip.

Sports

Football with professional football coaches from Reading Football Club and Basketball with professional basketball coaches from Reading Rockets Basketball Club.

Inflatables

Obstacle course, sweeper/last one standing, bungee run and rodeo bull.

Leisure Trips

Swimming at Aqadrome in Basingstoke, trampoline jumping at Jump Factory in Basingstoke and a Thorpe Park Trip.



Youth Clubs at The Nightingales

We started the year with an investment in new equipment for the youth café and in September we launched a new youth club for the older age group. It has been encouraging to see an influx of older teenagers. Youth Club attendance is now between 20 and 25 each night. Our youth café recorded 1636 attendances throughout the year and regular weekly attendance from our 96 members. We're grateful for our team of volunteers who gave 867 voluntary hours supporting our work at The Nightingales.

The small youth room and warren of back rooms make it challenging to deliver quality youth work. Groups of older teenagers spilling out from the youth rooms onto the public area in front the shop can feel intimidating to those visiting the shop. The obvious solution is to use Greenham Community Centre's main hall for our youth clubs sessions. There is an underused area of land at the front of the main hall that forms part of the Greenham Community Centre site. A new door from the main hall would allow both direct access to the main hall for youth club sessions and would allow young people to spill out onto an area of our own land with minimal disruption to others. We will work with our landlord Greenham Trust, to develop this project.



Pictured above: young people enjoy a climbing session held on a mobile climbing tower at The Nightingales.

Summer Holiday Scheme at The Nightingales

After the difficulties and staff changes at the start of this year, we were determined to demonstrate to the wider community that Community Youth Project is still open for business and delivering activities for young people. The summer holiday scheme was an ideal opportunity to hold activities outside at the Nightingales Estate, visible to everyone. We recorded 373 attendances at our summer holiday activities.

Onsite Adventure

Our partners Outdoor Academy worked with us to deliver adventurous activities on site at The Nightingales including: a climbing tower, traditional archery, a mountain bike 'pump' track and laser clay pigeon shooting.

Offsite Adventure

In addition to the onsite activities we delivered trips that enabled young people to experience risk and adventure in a positive way. We held a kayaking trip, a downhill mountain biking trip, a mountain boarding trip and a raft building trip at various locations in and around Newbury.

Inflatables

Inflatables are always popular with young people and allow relatively large group to be occupied for long periods of time. We delivered a bungee run, gladiator duel, obstacle course, pillow bash, assault course, 'the sweeper', rodeo bull and 'Krazy Karts' at the Nightingales estate on the MUGA pitch.

Sports

We delivered professional football coaching with coaches from Reading Football Club and professional basketball coaching with coaches from Reading Rockets onsite on the MUGA Pitch at The Nightingales.



Residential Trip

As part of the summer scheme we delivered a residential trip with a group of 12 young people. We stayed for two nights at YHA National Forest where young people enjoyed exploring the surrounding woodland paths. The highlight was visiting Alton Towers theme park. Residential trips are an excellent opportunity for our staff to build relationships of trust with young people.

Pictured left: our Project Manager, Ian Green talks with members of The Nightingales Youth Council during the residential trip at YHA National Forest.

Chair of Trustees Report

The year to 31st March 2017 has been one of continuing excellent progress in our work following the challenges which arose from the key staff changes in our operations in The Nightingales during the year to 31st March 2016 and then again early in the year under review. Those changes were the anticipated resignation of our longstanding and highly respected Community and Youth Worker in The Nightingales which was followed by the sudden departure of her successor in that role.

The Community Youth Project (CYP) now routinely delivers activities and facilities to over 150 children and young people; three nights a week in the Nightingales Estate, (an area of economic and social deprivation in Newbury,) and two nights a week in nearby Bishops Green, (an isolated community on the northern boundary of Hampshire.)

Those weekly activities are described elsewhere in this annual report and include sport, including football coaching, and artistic and creative activities, and additionally during school holidays, programmes including canoeing and climbing are delivered at both locations and off-site.

Our work in The Nightingales and Bishops Green continues to be of immense and measurable value as it offers to children and young people there attractive alternatives to drugs, alcohol, petty crime and anti-social behaviour and develops their characters and life skills so that they can contribute positively to society. In particular, youth councils of enthusiastic and motivated young people meet regularly in both locations to advise on, contribute to and take responsibility for the planning and organisation of activities delivered.

We know CYP's work is actively and enthusiastically supported by both communities; to quote one resident parent, it offers 'the only good, safe and easily accessible activities for children'. Moreover, two of our staff now work for us because they benefitted so much from CYP's work when they were younger.

Delivering all that we do requires not only pro-active fund-raising but also skilled management, trained and experienced staff and volunteers, and efficient cost control.

Our Project Manager, Ian Green, has proven experience and a very successful track record in applying for grants from charitable foundations. That part of his role is both

crucial and time consuming and the staffing and delivery of our activities must allow him to divide and allocate his time accordingly. Consequently, during the period under review, we put in place part-time paid roles and people in both locations which reduce the need for Ian Green himself to plan and attend every session. In the Nightingales, Sam Winslip, Support Worker and a local resident, leads our weekly activities supported by volunteers and Amy Little, a Youth Support Worker. Ian himself leads our weekly activities in Bishops Green, supported by Matt Wonnacott, a Support Worker and local resident.

In Bishops Green, CYP rents a single, secure and easily supervised space in the village hall which is managed and maintained by the Community Association there. In The Nightingales, our work is based in the Greenham Community Centre (GCC) which is leased to us by our core funder, Greenham Trust (GT). This building is less ideal because of its age and attendant problems, and because its space is divided into several rooms, each requiring separate supervision. Our activities therefore need more staff or volunteers to manage every session. Moreover, it requires access for chargeable use by third parties to contribute to its costs.

Our actions to address these issues were as follows:

- In order to manage third party use, increase revenue therefrom and supervise the maintenance and repair problems which routinely arise, we have employed Claire Gibbs as part-time GCC Administrator. (She replaced Tony Hiller who last year took the role of GCC's interim manager at a difficult time. We owe him our thanks.)
- We are negotiating with GT as lessor of GCC to amend our lease so that its obligations under the agreement include the repair and maintenance of the building's roof and heating system. Those essential items, currently obligations of CYP, have experienced repetitive problems since CYP first leased the building and GT, (which commissioned GCC's refurbishment just before CYP took occupation,) is better equipped to assess and commission the required work henceforward.
- We have also started discussions with GT on the possibility of altering GCC to create an improved layout for CYP's increasingly popular activities by connecting the main hall via a new door to an adjacent outside area. We have persuaded GT of the need for this because attendance has risen to the point at which a larger, more efficient space is now necessary properly to deliver and supervise our youth club sessions.

Turning now to our funding, we remain as ever immensely grateful to GT, our core funder. Its support, alongside contributions from other sources including Englefield Trust and some private donations, have ensured CYP is funded through to 31st March 2018. Thereafter, for the year 2018/19 and beyond, funding from new sources will be crucial because of the following factors.

- Recent experience has shown us that despite efforts to raise local awareness, donations from local residents, while always welcome, will only amount to a small part of what we need to continue our work.
- Because of public sector austerity, funding received in past years from local authorities and housing associations has been eliminated. This is despite my efforts to convince those public sector entities that supporting CYP is in their interests, because our work reduces crime, anti-social behaviour and family dysfunction which otherwise will become statutory costs for social services and estate management costs for social housing. I have also lobbied to promote a form of cooperation in which CYP might work in partnership with local authorities and well-resourced

national charities having objectives which align to ours. Regrettably my efforts have achieved nothing.

CYP must therefore focus its fund-raising work on charitable trusts, lottery funds and corporate charitable foundations. Applying successfully to such sources is however work-intensive and very time consuming and it demands skill and hands-on experience. As CYP cannot afford specialist fund-raising staff to complete such applications, that work must fall on Ian Green.

For this reason, I must report as a post-balance-sheet event that our trustees have decided, in order to frame for Ian a job description which is viable in terms of his available hours, to cease our activities in Bishops Green. This decision has been made after very careful consideration for the following reasons:-

- Ian currently spends 40% of his time at, or planning activities for Bishops Green, which following its quite recent major regeneration and inclusion of private housing, is no longer regarded by many potential funders as a location of relative deprivation deserving of their support. This is in fact evidence of CYP's success there, because since 2002 when Ian established the 'Bishops Green Youth Project' (CYP's previous title) and commenced our youth club activities there, petty crime, anti-social behaviour, drug and alcohol abuse have all vastly diminished. That improvement, which the police, local authorities and housing associations all acknowledge to be the result of Ian's work, is now embedded and the local community is determined to maintain it. So CYP's job there is done, and it is time to focus our attention and resources on The Nightingales where the need for our work is greater.

- Ian's time made available by this closure will enable CYP to deploy all his time, effort and expertise to The Nightingales where many potential funders see a greater need for our work, including, importantly, Greenham Trust. Ian will also have more time for completing the time-consuming applications for grant funding which are now crucial to CYP's existence.

- Our recent direct experience has shown that identifying candidates for youth work with the proven experience, training and potential to work alongside Ian (rather than under his close supervision) is now extremely difficult. Hiring such people is even harder for a small local charity, and involves material operating and reputational risks for CYP and also risks for the candidates themselves.

- In short, this decision, (which Greenham Trust, our core funder, is aware of, understands and accepts,) is essential if CYP is to continue its work.

To conclude, whilst the trustees regret the need to withdraw from Bishops Green, CYP's objectives there have been achieved. Looking to the future, CYP's most important asset by far is our project manager, Ian Green whose proven experience and expertise cannot be replicated. We must therefore organise our activities in The Nightingales to enable him to work effectively and towards definable, realistic and achievable objectives and outcomes.

DECLARATION

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

Signed on behalf of the charity's trustees



James Lewin
Chair of Trustees

COMMUNITY YOUTH PROJECT

Report to the trustees/ members of Community Youth Project on the accounts for the year ended 31st March 2017 set out on pages b to f.

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 for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the organisation 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

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

K M Thrift FCIE
Independent Examiners Ltd
Sovereign Centre
Yapton Lane
Walberton
West Sussex
BN18 0AS



Dated:

15th November 2017

COMMUNITY YOUTH PROJECT

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST MARCH 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017/16 £	Total 2016/15 £
RECEIPTS :					
Voluntary Receipts	2a	113,747	13,500	127,247	120,256
Activities for Generating Funds (Trading)	2b	13,438	0	13,438	13,134
Investment Income	2c	282	0	282	388
Other Receipts	2d	1,254	0	1,254	1,681
TOTAL RECEIPTS		128,721	13,500	142,221	135,459
PAYMENTS :					
Fundraising Costs (Trading Activities)	3a	6,656	0	6,656	15,449
Costs of Charitable Activities	3b	92,920	33,434	126,354	140,441
Governance Costs	3c	755	0	755	725
TOTAL PAYMENTS		100,331	33,434	133,765	156,615
NET INCOMING/(OUTGOING) RESOURCES		28,390	-19,934	8,456	-21,156
Balances Brought Forward		50,064		50,064	71,220
Transfer between funds	4	-19,934	19,934	0	0
BALANCES CARRIED FORWARD		58,520	0	58,520	50,064

The notes on pages d to f form part of these accounts.

All operations are continuing operations.

COMMUNITY YOUTH PROJECT

STATEMENT OF ASSETS AND LIABILITIES **AS AT 31ST MARCH 2017**

ASSETS	Unrestricted Fund £	Restricted Fund £	31-Mar-17 Total £	31-Mar-16 Total £
Cash Funds:				
General Accounts	58,520		58,520	45,547
Salary Accounts		0	0	4,517
	58,520	0	58,520	50,064

Other Monetary Assets:

General Fund	58,520	0	58,520	45,547
Restricted Funds			0	0
Designated		0		4,517
	58,520	0	58,520	50,064

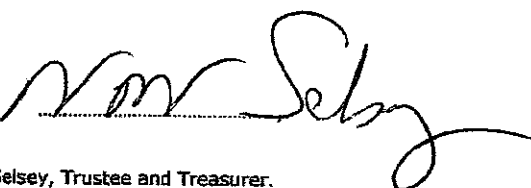
Assets retained for the Charity's own use:

Equipment	10,245	0	10,245	12,675
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TRUSTEES RESPONSIBILITIES IN RELATION TO FINANCIAL STATEMENTS

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The Trustees have elected to take advantage of the provisions that apply to small charities and have prepared a Receipts and Payments Account and Statement of Assets and Liabilities which are set out on pages b to c.

Approved by the Trustees on the 08 November 2017

Signed on their behalf by 

Nicholas Mark Valentine-Selsey, Trustee and Treasurer.

COMMUNITY YOUTH PROJECT

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017

1. BASIS OF ACCOUNTING

The accounts have been prepared under the "Receipts and Payments" basis as prescribed by the Charity Commissioners.

2. RECEIPTS

a) Voluntary Receipts

Note	Unrestricted Funds £	Restricted Funds £	Total 2017/16 £	Total 2016/15 £
Basingstoke & Deane B.C.	100		100	2,000
Bishops Green Community Association			0	1,044
Charity Payroll Fund	15,500		15,500	9,000
Greenham Common Trust/Findmeagrant	77,914		77,914	57,776
Greenham Community Centre Hire Fees	5,766		5,766	8,378
Hampshire and Isle of Wight Community Foundation	966		966	2,090
J A Floyd Trust	250		250	250
Lloyds Bank Foundation	11,200		11,200	7,800
Private Donations	2,051		2,051	0
Sovereign Housing Association			0	15,918
West Berkshire Council/ WBC Greater Greenham	0	13,500	13,500	16,000

113,747	13,500	127,247	120,256
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b) Activities for Generating Funds (Trading)

Café Sales & Young People's Contributions	12,809		12,809	10,401
Fundraising / Community Events	629		629	2,733

13,438	0	13,438	13,134
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c) Investment Income

Bank Interest	282		282	388
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d) Other Receipts

282	0	282	388
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Miscellaneous	1,254		1,254	1,681
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1,254	0	1,254	1,681
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COMMUNITY YOUTH PROJECT

NOTES TO THE ACCOUNTS (continued) **FOR THE YEAR ENDED 31ST MARCH 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017/16 £	Total 2016/15 £
3. PAYMENTS					
a) Fundraising Costs (Trading Activities)					
Bishops Green Café Stock		2,195		2,195	1,339
Bishops Green Café Equipment		410		410	0
Greenham Café Stock		3,385		3,385	4,728
Greenham Café				0	9,382
Fundraising		666		666	0
		6,656	0	6,656	15,449
b) Costs of Charitable Activities					
Administration and Insurance		4,868		4,868	4,265
Minibus Expenses		1,011		1,011	1,025
Project Manager Employer's NI		3,492		3,492	3,360
Project Manager Expenses and Mileage		757		757	283
Project Manager Pension Contributions		2,592		2,592	2,597
Project Manager CPD		278		278	775
Project Manager Salary			33,434	33,434	32,460
Youth & Community Worker Employer's NI		229		229	1,416
Youth & Community Worker Expenses & Mileage				0	88
Youth & Community Worker Pension Contributions		374		374	560
Youth & Community Worker Salary		2,332		2,332	14,987
Youth Support Worker		3,803		3,803	0
Recruitment Costs		884		884	1,409
Charity Payroll Account		11,910		11,910	7,312
Bishops Green					
Hall Cleaning (BGCA)		1,069		1,069	1,044
Equipment		554		554	0
Office Costs		1,035		1,035	0
Hall Hire		175		175	610
Holiday Scheme		10,069		10,069	4,814
Football Project		938		938	2,118
Youth Club Resources		3,429		3,429	2,863
Youth Club Equipment		1,777		1,777	0
Sports Leaders/ Youth Support Worker Salary		3,556		3,556	1,188
Climbing & Kayaking Courses				0	2,862
Volunteers		40		40	0
Carnival Project				0	229
Greenham					
Cleaning		328		328	0
Events				0	840
Equipment		231		231	3,774
GCC Buildings Insurance		1,445		1,445	1,393
Greenham Common Trust Lease Payments		15,000		15,000	15,000
GCC Refurbishment costs		2,579		2,579	5,101
GCC Hall Cleaning		1,750		1,750	173
Holiday Scheme		905		905	1,453
Staff Training		224		224	363
Maintenance and Utilities		4,545		4,545	8,427
Advertising				0	565
Youth Club Resources		2,675		2,675	3,237
Football Project		536		536	0
Donation				0	74
Administrator Salary		6,424		6,424	4,330
Support Workers NI				0	292
Support Workers Salary				0	8,770
Volunteers		32		32	0
Greenham Community Centre Office Costs		1,074		1,074	384
		92,920	33,434	126,354	140,441

COMMUNITY YOUTH PROJECT

NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 31ST MARCH 2017

	Unrestricted Funds £	Restricted Funds £	Total 2017/16 £	Total 2016/15 £
c) Governance Costs				
Independent Examination Fees	480		480	450
Payroll Administration	275		275	275
	755	0	755	725

4. RESTRICTED FUNDS

There are no restricted funds held by the charity

5. PAYMENTS TO TRUSTEES

No other payments were made to trustees or any persons connected with them during this financial period. No other material transaction took place between the organisation and a trustee or any person connected with them.

6. RISK ASSESSMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

7. RESERVES POLICY

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily.

8. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.