



Braintree Youth Project Charity



ANNUAL REPORT 2021

Welcome to our Annual Report

During a tough year, we have continued to connect with as many young people as possible. Although we may have spent the majority of our time ‘meeting’ in the online sphere, with face-to-face sessions and trips being put on hold, we have made the best out of a bad situation, and provided as many activities as possible in an online capacity.



Unfortunately due to the year we have had, we do not have many pictures from 2020. We have however included some pictures of past years trips and activities as a reminder of some of the brilliant opportunities we are able to offer our young people.

CHAIR'S REPORT

This is my first Report as your new Chairman, having been acting Chair following the unfortunate postponement of last year's AGM, due to the first lockdown. I am pleased to say my appointment was confirmed at a subsequent virtual AGM later in the year.

Well, here we are again, another virtual AGM, a year on and now in the midst of our third national lockdown. To say that 2019/20 was challenging is something of an understatement! We have been unable to offer our face-to-face sessions for a large part of the year. For a drop-in centre that is a bit of a problem!

However, the fact is, we are facing the new year in better shape than we have ever been. How come you might say. Well, the answer is simply the hard work of the staff and Board, who continue to amaze me with their dedication to the job and passion and commitment to the cause, to the vision of the founders of the Hut and the task we have set ourselves as so clearly articulated in our mission statement.

It all starts with Jon our Youth worker. Jon has worked hard providing online sessions and materials while we have been unable to meet in person. He has planned trips and activities that are all set to go once we are able to do them. Holly, our other staff member, organises the office and keeps all the paperwork in line and oversees the maintenance of the buildings.

Various Board members have brought their expertise to the table. Graham has done a sterling job in raising funds for us. We have funding securing the salary of our staff members and funding for all sorts of trips for the youth as planned by Jon. His work and the faithful contributions of local churches and individual members ensure our running costs are covered as well. It is in no small part due to Graham's efforts that the Charity is in such a secure financial position. However, we should not be complacent, the outlook for charity funding may well be challenging in the future in more difficult economic times. Graham's task will not be getting any easier for the foreseeable future!

Kirsty continues to steward our funds and keep the books and Matt brings his expertise to the maintenance of the building. David takes a lot of the day-to-day management responsibility as Deputy Chairman and keeps our IT in order.

So, you will see we are blessed with a great team, have a building which is now fit for purpose, are financially secure and with exciting plans for the future. That is grounds for optimism. There are more challenges ahead, we have no idea as I write this when we will be able to reopen, but for the reasons above I am confident we can face whatever the future holds. God has abundantly blessed this charity in my time on the Board. He has raised up the right people at the right time (Nigel my immediate predecessor was the right man at the right time, for instance) and I have no doubt our faithful God will continue to bless this work in his name. As it says on one of my mugs "let's do this"!

Andrew East

Chairman

SECRETARY'S REPORT

Braintree Youth Project Charity (BYPC) was incorporated under the Companies Act 2006 as a private company limited by guarantee on 11 November 2010. It was entered into the Charity Commission's Register of Charities on 15 November 2010.

11 Board meetings have been held since our scheduled AGM in March 2020 (which was postponed until 14th July 2020 due to Covid-19)

Annual Returns to the Charities Commission and Companies House were submitted within the correct timespan.

Subscribers

As at 29th January 2021 the Charity had a total of 22 Subscribers.

Holly Legg

Company Secretary

DATA PROTECTION OFFICER'S REPORT

The Charity continues to ensure that any personal data it handles is in line with the GDPR (General Data Protection Regulation).

We have an online cloud system which is encrypted for email and Storage. The board members and staff all use this to ensure that personal data is kept safe.

When the country went into lockdown, BYPC utilised online cloud facilities to run online sessions for the young people.

All sessions have been run in accordance with GDPR and safeguarding regulations.

To my knowledge there have been no data breaches over the last year and we remain fully compliant with Data Protection laws.

This year, Braintree Youth Project Charity have had the following data requests:

	Subject Access Request	Erasure Request
No of Requests	0	0

Data Complaints:

We have received no complaints about how we deal with personal data.

David Huxter

Data Protection Officer

FINANCE DIRECTOR'S REPORT

This is a strange year to report on. We managed to secure a number of grants, thanks to the hard work of our fundraiser Graham, but most are restricted grants which we can't spend until life returns to more normality. Sessions are online rather than at the Hut, but we still have building costs to pay.

We received a COVID-19 grant from Braintree District Council towards building costs during the first lockdown, which has been very helpful.

A decision was taken that work could be done from home, so the staff were not furloughed. This has meant an element of security for Jon and Holly at such an uncertain time.

Our unrestricted funds were boosted by a bequest from long-time supporter David Henfrey, and we are very grateful to David's Executors for their effectiveness.

We were delighted to receive donations from two local businesses during the year, thanks to schemes run with their customers. Both Borno Pharmacy on the High Street and the Compasses Inn in Littley Green donated money raised through their prescriptions (Borno) and through their takeaways (Compasses). Support from local businesses is vital, and helps build our local community.

BYPC continues to meet our core payments of rent and utilities from individual and church donations. These monthly payments are critical to the running of the charity, and we thank everyone who gives on such a basis for their continuing support.

In this financial year, we received the repayment of Holly's SMP for her maternity leave from HMRC, and we claimed our annual Gift Aid payment. If you do give to BYPC and are a tax payer, please ask us for a Gift Aid form which will enable us to gain an additional 25 per cent from HMRC for whatever you donate.

The Accounts are printed separately to this report, however, the baseline figures are:

Income - £75,729

Expenditure - £42,912

The Restricted Funds Income in the year totalled £46,359. Of this, only £16,560 was spent within the financial year, leaving £29,799 to be spent in the 2020-2021 financial year. Some of this has already been spent, in December 2020, on the refurbished toilet. The remainder will be spent as and when we can undertake normal activities.



**Building a fire.
Layer Marney 2020**

Grant Funders in 2019-2020

Restricted Grants

Jack Petchey Foundation
Community Initiatives Fund
Awards For All
Essex County Council (Active Braintree)
Rank Foundation
Foyle Foundation
Braintree United Charities
Braintree District Council (Toilet project)
Braintree District Council (Skills project)
High Sheriffs Fund
Essex Police, Fire & Crime Commissioners Fund
CSS Charitable Trust
Essex Youth Trust
Fowler, Smith & Jones

Unrestricted Grants

Tudwick Foundation
Matthew Wrightson Trust
Co-op Community Fund
Augustine Courtauld Trust
Oak Trust
Annie Tranmer Trust

FINANCIAL SUPPORT

There are many different ways to support us financially:

- **Monthly Standing Order**

Setting up a monthly standing order helps us to plan our day to day finances. You can give any amount you want, but typically £5 or £10 a month is the norm. It is straightforward to set up from your bank account—contact the office for our bank details if this is a way you want to start giving to us. If you are a taxpayer, we can claim an additional 25% of your gift from the Government. Contact the office for a Gift Aid form, or download from our website.

- **Give as you Live**

If you shop online, you could raise money for us at no extra cost. Go to www.giveasyoulive.com and from there, link to the website you want (eg Amazon, Argos, ebay, Currys PC World, Very—to name but a few). The site will register any purchase you make and give a percentage to us. For example, a £50 purchase at John Lewis would raise 50p for BYPC.

- **Essex Lottery**

The Essex Lottery donate 50% of the ticket cost to your specified charity—so buying one £1 ticket a week would raise £26 a year for us, plus you get the chance to win a cash sum in the lottery. Go to www.essexlottery.co.uk/support/braintree-youth-project-charity or follow the link from our website to sign up.

- **Co-op Local Community Fund**

Co-op members can donate 1% of every spend at the Co-op store at Galley's Corner to BYPC. If you're not already a member, you can sign up in store, or go to www.coop.co.uk

- **Amazon Smile**

If you shop on Amazon, you can donate via Amazon Smile, which will donate 0.5% of your shop to us, at no extra cost to you. Just go to www.smile.amazon.co.uk and search for us.

YOUTH WORKER'S REPORT

In one way this year's report should be quite easy to write, for most of the year we have been in lock down, face to face sessions and all organised trips and events have been cancelled. But that also makes it hard to write as it was a time of what could've been.

Over the last two years we have worked hard to create a welcoming place for the young people of Braintree, to offer them a safe space which they can come and rest, escape and socialise. Trying new experiences and having adults in their lives that they can chat to and feel supported by. This year we had planned to offer more activities and experiences, probably the most in the last three years. We had built up great relationships with many of the young people and had increasing numbers as we met many new faces. (We now have over 100 young people on our books and an average of 20 at each session.)

When the first lockdown came into effect it felt like we hit a brick wall, that our hard work had been derailed and we now faced an uncertain future. It was a time for us to rethink how we could interact with the young people. By the end of April, we had put in place an online session on Friday nights. Up until that point, we had been posting on our social media channels daily activities and challenges. It was something that might help alleviate any boredom, or give the young people something else to focus on instead of school work or the current Covid situation.

The hardest part about this year has been not being able to provide the space for young people to come and get away from the stresses and strains of life. Not being able to interact with them face to face, or see them grow as they make new friends and make the centre their place. After all that is the bread and butter of youth work.

In all we probably see 4 to 5 young people each Friday online. They have enjoyed the games and activities we have organised over the last nine months, including online escape rooms, an adventure quest role playing game, treasure hunts and a variety of quizzes.

The online sessions, although a very useful tool, will never be able to fill the void of drop in sessions at the youth centre. As we have seen a clear difference between the number of young people that attend online and drop in sessions. We were fortunate during our stint in the lower tiers to open up one of the areas of our centre and allow some face to face sessions with a small number of young people, who had to book a spot at each session. This was a great chance to have more in-depth chats with the young people and for them to have their space back.

I am praying for sessions to return in the spring and I have faith that God will help us get through this time and continue to find ways to help show love and support for the young people of Braintree. In a way this has been a gap year and all that we had planned will go ahead but just a little later than we had first planned. It has also given us time to make sure our centre is prepared and organised and that as a charity we are primed and ready to go once restrictions are loosened.

Our plans for the future will be to have each week filled up with drop in sessions, parkour sessions, online sessions, workshops to help teach new skills, and an 18-21 group for those who wish to keep coming once they reach the age limit. We are also hoping to start a youth worker apprenticeship scheme. This would help both us as a charity and give a young person the chance to get into the world of youth work. Of course we will also throw in a few trips away and another chance for our young people to experience a week away at an outdoor centre in Wales, pushing themselves to do things they have never done before.

This year may have been a setback but I believe it will only help drive us to do even more for the young people of Braintree, as we want to make the most of our time with them. At the heart of what we do is the desire to make meaningful relationships with the young people and be a positive input, it's about quality not quantity. But that doesn't stop us from dreaming big and trying our best to do more and more, and if we fail in achieving or doing all that have planned then at least we tried.

The young people of Braintree are going to be desperate for things to do once normal freedoms are restored and we will be ready to provide them with a place to go and grow.

Jon Hughes

Youth Worker

TRIPS FOR 2021

We have the following trips and workshops booked for 2021:

- A week's residential at the Essex Boys and Girls centre, Maes Y Lade, in Wales.
- A canoe day trip down the river Chelmer.
- A day trip to the Essex Boys and Girls Club centre, Layer Marney to try their new climbing wall. We may also look to arrange another day out to do some more outdoor activities at Layer Marney.
- Day trip to Nuclear High Ropes.
- A trip to the local Ice Skating rink.
- A graffiti workshop
- Make up and Beauty workshop
- Mental health and resilience workshop

Along with the trips that have already been booked, we are keen to book more trips as and when we receive the funding, and upon the suggestions of the young people. Each year we normally have 3 grants from the Jack Petchey Award. The young people who are awarded have the choice of either choosing to spend the money on a trip or towards some new equipment, so no doubt we will have at least one day trip following a Jack Petchey Award.



Layer Marney 2019



Mountain climbing in Wales.

2019



Activity day at Layer Marney.

2019



Ice Skating

2019



Parkour
2020



Layer Marney
2020

CENTRE MANAGER'S REPORT

It's been a strange and challenging year at BYPC over the last 12 months, due to Covid-19. We had so much planned for 2020, with many trips already booked or the money ready and waiting in the bank account for trips in the pipeline. We were hoping to be able to give the young people another fantastic year full of fun, and new opportunities. Fortunately, we have been able to keep hold of the money received from grants, and it is ready and waiting to be spent, hopefully in 2021.

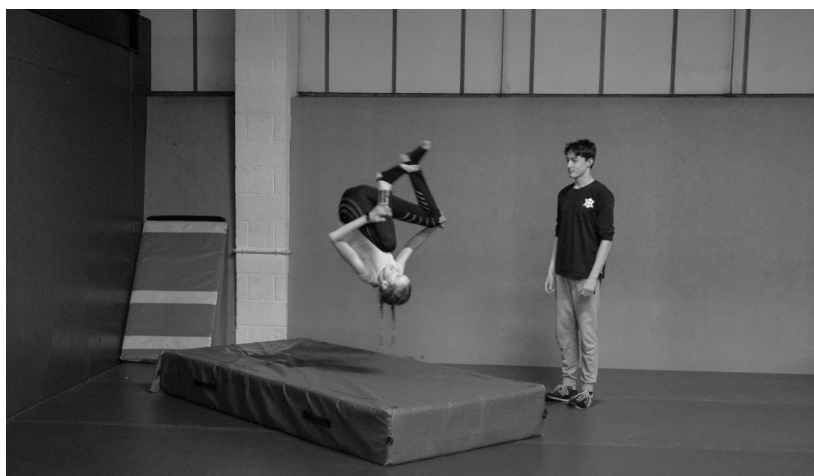
Unfortunately, due to the inability to hold face-to-face sessions, this has meant that we have lost contact with quite a few of the young people, with only a few choosing to attend our online sessions. Some of which have now reached 18, and will no longer be able to join us when we are fully operational again. When we do reopen, we are hopeful that we will be able to welcome back most of the young people who attended our sessions, and we look forward to welcoming new faces.

However, due to the lack of sessions taking place, we have been able to complete some work on the centre, without having to disrupt any sessions. This includes the installation of a brand new accessible toilet, a fully decorated and kitted out café area, as well as new desks being installed in the staff office. It has also given us the chance to do a good sort out, and pass on any equipment that was no longer used, and to make sure everything we do have is in good working order.

During this time, we have continued to stay in touch with our contacts at the YMCA, and Thirst Café, who offer similar services to us. It has been good to chat to them during this time, and offer each other support when needed.

We are looking forward to the rest of the year, and hope to continue to grow the number of young people we are able to reach and offer opportunities to.

Holly Legg



Parkour

2020

FUNDRAISING OFFICER'S REPORT

Generation of funds to support our activity has again proved difficult as not only was the Stock Market very volatile, thus effecting available funds, many Charitable sources put their normal areas of support on hold and directed funding towards organisations effected by the Covid virus.

Nevertheless, we were magnificently supported by regular providers and in some cases new sources. To the point that total income from Fund-raising alone was up by £19,000 (54%) to £54,500.00 which was a staggering response.

Much of the funding was directed towards projects and the Youth Officer's report will indicate that most of this funding has not been spent due to Lockdown. However, it has been held over for activity during the coming year. Plans are already in place to introduce our programmes as soon as restriction are eased.

On the capital side we were able to generate funds from a number of sources to finance the complete renovation of the toilet, so that the "Hut" is effectively now complete and is a superb purpose-built unit for our membership.

Details of our main providers are shown below, many of whom are regulars but we were also exceptionally grateful to new sources who supported us for the first time, such as the Rank Foundation, The Foyle Foundation, Police Fire & Crime Community Safety Fund., Mathews Wrightson Charity Trust, Anne Tranmer Charitable Trust, the Compasses Inn at Littlely Green and Borno Pharmacy. We hope that if circumstances are appropriate that they provide for us again in the future.

During the current year we will look to expand our sources of income in the hope that we will be able to structure our operation with long term finance, which will provide certainty of existence and enable us to deliver our business plan in the future. Although it will not be evident in the financial year indicated we have already had generous support from the Braintree District and Eastleigh Community Foundation that will finance our Youth Officer for 3 years, funds for this grant will start to be seen in the current year's figures.

We look forward to another challenging year but are confident that we can continue to grow our organisation for the benefit of the young people in the town.

The following gave £1000.00 or more: -

National Lottery Awards for All	£9880.00.
Essex CC Community Initiative Fund.	£3000.00
High Sheriff's Fund	£5000.00
Foyle Foundation.	£5000.00
Tudwick Foundation.	£3000.00
Police, Fire & Crime Community Fund	£6405.00
Augustine Courtauld Charitable Trust	£1000.00
Braintree District Cllors Community Fund	£3185.00
Tom Amos Charity	£2350.00
Active Braintree	£3040.00
Co-oP Community Fund	£1243.00
Essex Youth Trust	£4000.00
FSJ Charities	£2000.00
CSS Charitable Trust	£2000.00

SAFEGUARDING OFFICER'S REPORT

Safeguarding is a high priority at BYPC and we take very seriously the responsibility of caring for and safeguarding the welfare, well-being and physical safety of all our youth and volunteer helpers, as well as our two paid workers.

To make sure we are effective in our safeguarding, in-house training is offered annually to volunteers and the safeguarding board member receives up-to-date training and support from Thirty-one:eight, the UK's only independent Christian safeguarding charity.

Thirtyone:eight helps individuals, organisations, faith and community groups to protect vulnerable people from abuse by providing training, consultancy, DBS services and a 24 hour helpline, making sure we are equipped and empowered with the tools we need.

In December 2017, The Charities Commission issued a clear alert to all charities: trustees are accountable and responsible for putting things right and therefore must assure themselves that safeguarding practices are robust.

Our safeguarding policy is on our website for all to see and this is reviewed annually.

Due to the ongoing lockdown situation, there is little to report regarding safeguarding and no incidents have occurred. Online sessions have adhered to safeguarding guidelines.

Staff, Board members and Volunteers will be undertaking online Safeguarding training through Thirtyone:eight.

Penny Smith

Safeguarding Officer



Wild Camping

2019

PROPERTY REPORT

The upkeep and general maintenance of the property has run a smooth as could be, given the situation we faced with the national lockdown. The annual services of boilers, fire extinguishers and Portable Appliance Testing were all completed during the periods when restrictions were relaxed, allowing us to remain fully compliant.

The money that Graham secured for the accessible toilet was able to be spent, so we now have a brand new accessible toilet in Cottage. 2 During this time, the office was also given a makeover, with new made to measure desks being built, and all furniture no longer fit for purpose has been removed and will be replaced. We have also replaced the washable hand towels, with paper towels, to keep as Covid secure as possible.

We are now in the process of forming a new 10-year lease with our landlords, and solicitors have now been instructed.

Matt Farmer

Property Director



Newly installed accessible toilet

2020



Braintree Youth Project Charity



Registered in England No: 7437568

Registered with the Charity Commission No: 1139014

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