



Braintree Youth Project Charity



ANNUAL REPORT 2022

CHAIR'S REPORT

Well, here we are again, with what was another challenging year, and as I write this we are unsure if our AGM will be virtual or in person. A year on and we hope that we will not face another national lockdown, but if the last two years have taught us anything, you never know what is round the next corner. We have built a resilient and flexible organisation that can face whatever the future brings with confidence.

We have been able to return to our face-to-face sessions for a large part of the year and have started to resume our trips away. We have funding for many trips that we were unable to do during the lockdown and our funders have been generous in allowing us to hold onto the cash until we can use it. We pray this summer will be the time we can do all that had been planned before, pandemic willing!

We have said goodbye to Jon our Youth Worker this year. Jon has worked tremendously hard for the young people, displaying his heart for the work and commitment to it. We pray God's blessing on the next stage of his journey at Theological College.

God has brought Martin to us as his replacement, and he is finding his feet and developing relationships with our young people. We are all excited to see what he will bring to the role, which is at the core of what we do.

We have also said farewell to Holly as Centre Manager, and we thank her for all her diligent work in the unglamorous role of organising the office function. Kirsty has taken on this role, alongside the role of finance officer, and again we are blessed to have her give such a commitment to our cause.

It is with deep regret that we are saying goodbye to Graham as our funding applications manager. Graham has done an amazing job over the last few years, and the soundness of our current financial position is due entirely to his hard work. He has left big shoes to fill but we recognise that the time is right for him to move on and we wish him well.

I would also like to recognise the work of David, our Vice Chair, and Anna, who bring so much to the 'hands on' work of looking after the youngsters in so many ways. I also pay tribute to Penny— keeping us on the safeguarding straight and narrow, which is so important these days.

We are in the final stages of extending our Lease at Fountain Cottages which will secure our future there over the longer term, which will be important for our security and help with the funding effort.

As I said last year, we are blessed with a great team, have a building which is fit for purpose, are financially secure and have exciting plans for the future.

I think we can continue to trust in the God who has been so abundantly generous to us as an organisation. God bless you all and I look forward seeing you either online or in person at the AGM.

Andrew East

Chairman

COMPANY 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.

9 Board meetings have been held since our AGM in March 2021 (which was online due to Covid restrictions).

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

Subscribers

As at 31st January 2022 the Charity had a total of 22 Subscribers.

Kirsty Huxter

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.

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



Navigating the Lake



Not everyone
stayed on...



Occasionally the
leaders have fun
too

FINANCE REPORT

Once again we faced the prospect of not being able to do all the activities we had planned for, and received funding for, due to Covid restrictions. Grant funders have been very understanding and have rolled over deadlines for spending to ensure activities can still take place, just a little later than planned.

Our running costs remained static as we still had rent and utility bills to pay on the building, and staff costs to pay. Income from personal donations and from church giving remained stable. What has made a huge difference to our financial stability this year, and will do for the subsequent two years, is funding towards salaries.

Braintree District & Eastlight Community Fund and the National Lottery Community Fund have both granted us sums for three years which completely cover salaries. This has put us in a strong position—it means we can afford to pay staff to direct and run the work, with building costs covered by regular donations.

Activities, trips and extra sessions can be run with grant funding which has, due to Graham's excellent work, been forthcoming.

Despite Covid restrictions, we still managed to run a trip to Wales, a Layer Marney Activity Day, High Ropes, Jump Street, Escape Room and a Music & Video workshop.

I anticipate there will be a jump in utility bills as prices are rising. Grant funding is also increasingly difficult to access. There are no major building projects planned so our maintenance costs should be kept low.

Within this year's accounts is spending on the Accessible Toilet project, which was covered by grants. Our major areas of expenditure are salaries and trips, for which we receive funding.

As a charity, we continue to monitor costs and try to achieve best value with all purchases. We are committed to remaining free of charge for all young people who want to attend as we feel this is important in supporting the young people of Braintree and the surrounding area.

Kirsty Huxter

Finance Officer



Grant Funders in 2020-2021

Restricted Grants

Braintree District & Eastlight Community Fund	£10,000.00
Garfield Weston Foundation	£8000.00
Jack Petchy Foundation	£750.00
Essex Council for Voluntary Youth Services	£137.50
Walter Farthing Trust	£3000.00
Essex County Council	£1441.45
Lottery Community Fund	£11,873.50
Tom Amos Charity	£2350.00
Fowler, Smith & Jones Trust	£2000.00
Essex Youth Trust	£6000.00
CSS Charitable Trust	£1000.00

Unrestricted Grants

Co-op Community Fund	£1038.94
Angela Gallagher Trust	£1000.00
Marsh Christian Trust	£400.00
Braintree United Charities	£500.00
Sydney Black Charitable Trust	£500.00
Augustine Courtauld Trust	£500.00
The Oak Trust	£500.00

Donations

Borno Pharmacies	£1185.70
------------------	----------

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.

- **Amazon Smile**

If you shop on Amazon, you can raise money for us 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.



Do I have to jump?



Zip Wire



Hello down there!

YOUTH WORKER'S REPORT

Over the last year God has continued to bless BYPC, as we have been able to keep providing a place for young people to go to, getting away from some of the craziness of life to a welcoming and relaxing space. After the beginning of the pandemic, this was an absolute necessity. We worked hard to set up an online session which continued throughout the pandemic and even after we were able to meet again in person. We spent many evenings on Zoom coming up with creative quizzes, games and online escape rooms.

When we could resume Friday sessions, slowly but surely the numbers of young people attending increased as the guidelines allowed, we saw many old faces return and some new ones as well. This was also a chance to add something new to the centre and as part of one of the Jack Petchey awards, we were able to purchase a full size arcade machine with 900 games on it. Needless to say this went down very well with all the group.

In an effort to 'catch up' we tried to put on as much as we could for the young people. This included trips to Nuclear High Ropes, Jump Street, an activity day at Layer Marney with other Essex youth groups, and escaping from a bank at Know Escape Rooms in Maldon.

One of the highlights of the year was a three-day music video workshop, where the young people created two songs from scratch and then made a music video for the song. The amount of creativity and hard work they put in was a joy to behold. The finished videos were amazing.

As my time came to an end as youth worker for this wonderful charity my final big event was taking a group to Wales for a week-long residential. They enjoyed caving, canoeing, mountain walking, gorge walking and so much more. After all the lockdowns it was great to be part of helping the young people get back to some sort of normality.

Unfortunately it wasn't all good news as many of our volunteers decided to call an end to their time with us, as life changed for everyone. I am so thankful for all the hard work they put in to supporting and loving the young people. The charity wouldn't have run or been the same without them. The good news is that God provided more volunteers and a couple of the young people who had reached the age limit were able to come back as volunteers.

One commented that he 'wanted to give back in response to all that we had done for him.'

It was also the end of my time with BYPC, and what a great team I've had the honour of working with, from the Board to the volunteers to my fellow staff member Holly. I will miss the role and above all I will miss all the young people very much, but I know that with eyes fixed on God and through his power, BYPC will continue to create more great opportunities, memories and experiences for the young people of Braintree.

Jon Hughes

Youth Worker (until August 2021)

Now for my part, Hi, I'm Martin, and the young people are starting to use my name instead of 'New Jon'. Now to try and convince them to use my nickname...

I've only been at BYPC for a short time so I have a limited amount to say. When I started, the members of the charity and our young people quickly made me feel welcome.

The Friday drop-in sessions that form the core of our work have been growing constantly and we typically expect about 20 people to attend on a Friday. Sessions are usually great fun, and there are normally enough volunteers to move around the group and make sure all is well. I usually see volunteers picking an activity or an area to operate in and move myself around to dip in and see how things are going (though I usually manage to get at least one card game into an evening). Our young people get on well, and the atmosphere is typically light and playful, the young people are rarely reminded of the behaviour code and I think we manage to make the club a safe space.

We've also been able to start our Monday Board Games club (which is perfect for nerds like me) which started small but is now reliably getting more than 10 people. The time is coming when we'll probably need an additional large table and additional adults to manage the club.

Which leads to our biggest need - more volunteers, especially volunteers for other days in the week so other clubs can start, even if it's only once a month, we don't need every club to be weekly. While seeking out volunteers we've visited several of the local churches (and have a few more to visit). It's been a delight to speak, and it's been favourably received (I was even blessed with my first opportunity to preach) but we're hoping for more volunteers to emerge as people consider what we've said.

As for upcoming trips and clubs, we have funding for Archery, Parkour, and a couple of other trips. We'll be hosting a 'Play in a Week' in the Easter break, and revisiting Wales in the summer. We are trying to plan the schedule for the whole of 2022 so there will be lots of opportunities available. To save on costs for these trips and to run Parkour we need our own Minibus driver, to that end I've been taking additional driving lessons and applied for a provisional D1 license but I won't be able to take our young people until I have passed both a Minibus test and the MiDas training. I am still asking for volunteers who can drive because I hate driving, but so far we've had no luck.

In brief, we're getting loads of young people and have lots to offer, we just need the manpower to do it.

I want to add my own gratitude for everyone's assistance to me personally, it's been a not inconsiderable amount of upheaval to start working here and I could not have managed without the support from my team and a few good friends.

Martin Parslow

Youth Worker (from November 2021)





Saying goodbye to Jon in style



That's a long pencil...



Catch!

CENTRE MANAGER'S REPORT

I took over the role of Centre Manager in October 2021, following in Holly's capable footsteps. She left the office in magnificent order so it was easy to pick up the reins. Now that restrictions are easing, and we are back to some sort of normality, we can turn our attention to the future, and the development of our new five-year Business Plan is underway.

As ever, we aim to communicate to the people of Braintree and the surrounding villages who we are and what we do—so looking at our marketing and communications will be a focus for this year. I support Martin with all the administration of the youth sessions and activities, including support for our volunteers, and ensure the building is set up for all the different sessions, and that everything is in good working order.

We now have wooden boards covering most of the back wall in the courtyard, as we found that footballs were getting ripped by the jagged edges of some of the brickwork. We hope these boards will be painted by the young people as part of a project, once the weather is warm enough to stay outside all day.

Kirsty Huxter

Centre Manager



PROPERTY REPORT

This year we have had the asbestos flue removed from Cottage One, so we are now asbestos free. The accessible toilet which was installed in 2020 was the last 'big' project that we have undertaken on the property. At the moment it is a matter of maintenance. We have put wooden boarding in front of the back wall as there are bricks which have worn away and become sharp and we didn't want any injuries. As a Grade II listed property however we cannot alter the wall.

The annual boiler service, fire extinguisher service and PAT testing have all been carried out. Smoke alarms, carbon monoxide alarms and emergency lighting are all tested on a weekly/monthly basis.

Potential projects for the future include boarding over some of the loft area to give us more space for storage.

Matt Farmer

Property Consultant

FUNDRAISING OFFICER'S REPORT

Yet again our fundraising activity, like that of many others, has been affected by Covid and the string of lockdowns and restrictions, which have caused providers to direct funding to groups that were supporting those affected by the pandemic.

Nevertheless, I am delighted to say that we have been able to generate a steady flow of income from a variety of sources, some are new providers and others are our regular supporters.

Overall, we have generated grants and donations to a level of over £125,000 although some of this is to be delivered over a 3-year period. With the refurbishment work on The Hut effectively now finished and most of our equipment in good repair the main focus of attention has been on running costs, with substantial success.

As I touched upon in last year's report, we obtained a three-year grant of £30,000 from Braintree District and Eastlight Community Fund towards the salary of our Youth Worker and then much to our delight the National Lottery provided £71,241 towards all salaries over the same period. This is really exciting as it gives us longevity and the staff the certainty of employment, which will enable us to plan and deliver a full programme of events and activities and drive our development programme in this period.

As a start, we are looking at a young adult project to support those aged 18+ who have become too old to attend youth sessions but have limited plans for the future or who are having difficulties in taking responsibility for their lives. Alongside this, we would like to offer an apprenticeship in youth work and I am delighted to say that Essex Youth Trust have given us £6000 towards getting this off the ground.

Outside these three sources we have, along with funding from local churches, generated sufficient income to cover trips, activities and operational costs, which have been highlighted in other reports.

I'd like to express our sincere thanks to all who have supported us and given so generously. We are very grateful. I have shown below all grants received of £1000 and above. Smaller amounts have also been received and are welcomed equally.

National Lottery Community Fund	£71,241.00 over 3 years
Braintree District and Eastlight Community Fund	£30,000 over 3 years
Essex Youth Trust	£6000.00
Garfield Weston Foundation	£8000.00
Walter Farthing Trust	£3000.00
Essex County Council	£1441.45
CSS Charitable Trust	£1000.00
FSJ Charities	£2000.00
Angela Gallagher Memorial Trust	£1000.00
8 smaller sources	£3500.00 appx

I feel that the time has come to widen our fund-raising activity with fresh eyes to meet proposed expansion elsewhere and maybe it would now be prudent to look at some of the increasing commercial elements in the town and consider sponsorship, whilst continuing to maintain close contact with our regular supporters.

I am confident that during the coming year we will still be an attractive project as we expand our operation and profile to gain support from a variety of sources, so I look forward to a successful 2022/3.

Graham Goodchild

Fundraising Officer

SAFEGUARDING OFFICER'S REPORT

After another disrupted year due to Covid restrictions, there have been no safeguarding issues to report. However, behind the scenes, safeguarding remains a priority and all board members were offered online training in 2021.

This was delivered very effectively by 31-8, an independent Christian company whose vision is a world where every child and adult can feel, and be, safe.

All our DBS's are processed through 31-8. In 2021/22 six DBS certificates were processed for the charity.

Training materials have been prepared and are ready to use for training volunteers, with sessions to be held in the coming months.

The safeguarding policy is reviewed bi-annually and is on the BYPC website.

Our Lead Safeguarding Coordinator and Lead Recruiter is Penny Smith: psmith@braintreeyouth.org.uk

Our Centre Manager Safeguarding Coordinator is Kirsty Huxter: khuxter@braintreeyouth.org.uk

Penny Smith

Safeguarding Officer



From the front



and from the back...



Braintree Youth Project Charity



Registered in England Company No: 7437568

Registered with the Charity Commission No: 1139014

Registered address: 2 St Michael's Road, Braintree, CM7 1EX

Telephone: 01376 323764

Email: contact@braintreeyouth.org.uk

Website: www.braintreeyouth.org.uk