



Braintree Youth Project Charity



ANNUAL REPORT 2023

CHAIR'S REPORT

As I look back on 2022 I can see it was a year of transition for us. Martin, our new Youth Worker, had joined us towards the end of 2021 and over the last year he has worked with great enthusiasm and dedication, as we moved back into providing the face to face service and the trips that are our main reason for being. How we missed doing them in lockdown!

Martin has been joined by our Apprentice, Lucy O'Dell, and with her help he is expanding the offering beyond what we did before. You will read more about what we are now doing elsewhere in this Report. I know Martin is not done yet and, resources permitting (see below), he wants to do more for the young people of Braintree.

We are now spending the funding for the trips and activities that we were unable to do before and although our finances look good, a lot of what we have is, in effect, already spent. I want to thank all the Trusts and Charities that have supported us, particularly the National Lottery Community Fund for their support in ensuring salaries are paid, and the Essex Community Foundation for their faithful support year by year.

I also want to say a big thank you to the local churches and the individuals who give to us month by month. Your contribution is vital in helping to cover our overheads so we can fundraise for the youth services we want to provide. If you are reading this for the first time and wondering how to help, then a small monthly contribution will be a great help to us in keeping pace with the rising cost of utilities.

While we are continuing to ask those Trusts and Charities who have helped in the past, we are also looking for new sources of funding. We know money is tight, but if you are reading this as a local business looking for a local charity to support, please speak to us, we would love to have you on board.

I want to say a massive thank you to Kirsty, who manages the finances as well as the Centre Manager and fundraising roles. Kirsty had to step down as a Trustee due to Charity Commission rules but as you can see is still very much involved in making the organisation tick and puts in a full shift!

We have had to say goodbye to Anna, an ever present on the Board in my time with BYPC, whose care for the young people shines through in her work with us. It is time for her to move on from sitting on the Board. We will miss you but wish you all the very best in the next stage, and we're pleased that we'll still see her as a volunteer.

I would also like to thank my fellow Board members; David our Vice Chair, who does so much of the 'hands on' work of looking after the youngsters in so many ways, Penny, for keeping us on the safeguarding straight and narrow, and Richard Wearmouth for his contributions to our meetings in that wonderful accent!

The lease at Fountain Cottages has now been extended, giving us welcome security for the future and will help with the funding effort, as funders like to see that we have long-term stability of premises.

While we are blessed with a great team, we could do with more Trustees and would, ideally, like to have a Trustee from each of the local churches that support us so diligently. We are working on that!

As I have said before, God has been abundantly generous to us and I think we can continue to trust in him for the future.

God bless you all and I look forward to seeing you 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.

8 Board meetings have been held since our AGM in March 2022.

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

As at 31st January 2023 the Charity had a total of **18 Subscribers**.

Kirsty Huxter

Company Secretary

YOUTH WORKER'S REPORT

If I was to sum up the previous year in a single word I'd say "growth" covers it quite well, (although "chaos" would also be apt). We've swelled in numbers, we're running twice as many clubs as this time last year and seeing twice as many young people. Friday nights often see more than 30 young people, Mondays are stretching to both buildings, our Home Education group is getting involved with our other clubs, and new clubs have been launched. Not to mention loads of day trips and several residential. If I'm ever in doubt about what's going on, a quick glance at the numbers reassures me that things are growing nicely.

We are also incredibly blessed to have several talented, passionate, and hardworking volunteers and new volunteers joining us. We want to ensure that volunteers have a great time and know how grateful we are for them so we're going to offer days of training and team building to them so we can offer back just a small amount of what they do for us.

By the time you read this we'll have completed BYPC's biggest residential to date with our friends from the Essex Boys and Girls Clubs, taking over 30 young people on a splendid five day residential filled with activities. Organising it has consumed much of my time but as I write this I eagerly anticipate the trip, residential allow the young people to form new friendships, develop independence, and gives us an opportunity to know them better and earnestly help them.

Atop all of that we've also been visiting the local churches, who always give generously to us and support our work, as well as providing many great volunteers. It's an honour to visit the churches and worship with them, and an honour to offer our help to them and their young people. Every church I visit is welcoming and kind, and they all have the young people of Braintree in their prayers, if God is on our side then nothing can stand against us.

And finally we've also welcomed our new apprentice this year — Lucy O'Dell has been a tremendous help to the club and the young people have welcomed her eagerly and quickly.

All in all, that means there's been a lot on and a lot to do so it's been a very busy year for me, keep us in your prayers as we find ever more ways to do our work and serve these young people.

Martin Parslow

Youth Worker

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 Regulations).

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



FINANCE REPORT

The financial year 2021-2022 saw us maintain a balance of income and expenditure, even though we went on two residential trips. Our largest expense is salaries, which are currently funded by the National Lottery Community Fund and Essex Community Foundation Greenfields Fund. These will come to an end in 2024, so a priority is to find funding for these costs, which are vital to the work of the charity.

Giving from churches and individuals broadly covers our rent and building costs but, with gas and electricity prices rising, this cannot be guaranteed. With squeezes on household incomes, it's not a great time to ask people to increase their giving, but if anyone is able to give on a monthly basis, or as a one-off donation, we'd be grateful. We've seen an increase in the numbers of young people coming to sessions who haven't eaten, and we try and keep supplies of pasta and rice pots in the cupboard, plus, we always need toilet roll and hand towels!

Our budget for 2022-2023 is calculated to run at a deficit, utilising the funding from previous years to ensure a full programme. Applying for grants can take a long time, if successful it may take six to nine months after application for the funding to come through. The focus for applications this year will thus be on small projects or for funding for the next financial year.

We had one-off legal costs in 2022 due to signing the new lease on the building but otherwise no unexpected expenditure.

Kirsty Huxter

Centre Manager



Grant Funders in 2021-2022

Restricted Grants

Braintree District & Eastlight Community Fund	£10,000.00
Jack Petchy Foundation	£900.00
Lottery Community Fund—Salaries	£23,747.00
Hedley Foundation	£3675.00
Essex Community Foundation	£5000.00
Braintree District Council	£1278.00
Walter Farthing Trust	£3000.00
Stansted Airport Trust	£500.00
Lottery Community Fund—Choir	£3440.00
Essex Boys and Girls Clubs	£800.00

Unrestricted Grants

TK Maxx Foundation	£500.00
Bishop Gauden Foundation	£500.00
Essex Council for Voluntary Youth Services	£90.00
Braintree Community Youth Project	£2013.43
Marsh Christian Trust	£450.00
Persimmon Foundation	£1000.00
Woodward Charitable Trust	£1000.00
The Oak Trust	£750.00
Augustine Courtauld Trust	£750.00
Matthews Wrightson Trust	£600.00

Donations

Essex Lottery	£41.50
Amazon Smile	£16.96
Give As You Live	£35.56
Liberal Club	£80.00

FINANCIAL SUPPORT

Ways you can 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—our bank details are:

Sort Code: 40-52-40 Account Number: 00020531

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.





CENTRE MANAGER'S REPORT

We have seen progress this year in what we offer, and how our building is utilised, which has been great to see. In addition to evening sessions, we have some daytime sessions (Home Education and Lego Club) as well as Renew Counselling who use Cottage 2 for one day a week. We aim to be a beacon of light in the town centre for young people – and to do that we must as a charity be fit for purpose. Much of my role is concerned with managing day-to-day administration, finance and property issues. We meet all relevant legal requirements as both a charity and a company, and we strive for best practice in our work with young people, in supporting volunteers, and continuing to promote our work across Braintree and the surrounding area.

We have been fortunate to have received a substantial number of grants in the past few years, and part of my work is now to fill the fundraising role so capably practiced by Graham Goodchild for so long. This is essential to our operation, as it greatly affects what we are able to accomplish and, in particular, what staff we are able to employ. It has been wonderful to have Lucy O'Dell join us this year as our apprentice youth worker – she has had such a positive impact on the young people and is a committed and reliable member of the team.

Kirsty Huxter

Centre Manager

PROPERTY REPORT

In 2022 we completed the signing of a twenty year lease, committing us to 2 St Michaels Road for the long-term, and also giving us security of tenure. After three homes in the first six years of the charity's existence, this is much-needed stability.

The old shed was taken down and a new one purchased, with the site slightly extended to fit the larger shed. We are also putting up nets which can be hoisted up above the back wall during sessions, to stop rogue footballs landing in our neighbour's property.

Mandatory checks of the boilers and fire extinguishers have been carried out this year, as has annual PAT testing of electrical equipment. We also carry out recommended weekly testing of the smoke and CO2 alarms.

Matt Farmer

Property Consultant

SAFEGUARDING OFFICER'S REPORT

Safeguarding remains a priority and all Board members were offered face to face training in 2022. We use thirtyone:eight, an independent Christian company whose vision is a world where every child and adult can feel, and be, safe. Their training materials are up to date and comprehensive.

All our DBS's are renewed or created through thirtyone:eight. Training materials are prepared and ready to use for volunteers, with two sessions planned for 2023.

We responded swiftly to any concerns voiced this year, following our safeguarding procedures to the letter. 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 Safeguarding Coordinator is Kirsty Huxter: khuxter@braintreeyouth.org.uk

Penny Smith

Safeguarding Officer





Braintree Youth Project Charity



Registered in England Company No: 7437568

Registered with the Charity Commission No: 1139014

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