

# The Bank Youth Project – Registered Charity, Number 1075067

## MANAGEMENT GROUP ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

### **Management Group Members**

Alison Irens	Trustee and Chair
Elaine Baker	Trustee and Vice Chair
Deborah Sterling	Trustee, Hon. Treasurer and Funding Group Chair
Zoë Williams	Trustee and Hon. Secretary (resigned July 2021)
Pauline Yau	Trustee and Hon. Secretary (July-Feb 2022)
Peter Brewer	Trustee (and Chair until Oct 2021)
Rev. Mark Rylands	Trustee
Alison Thomas	Trustee
Jo Heagarty	MG member (resigned Dec 2021)
Tonia Lewis	MG member (resigned June 2021)
Cllr Sarah Parker Khan	Ashburton Town Council Representative (resigned Jan 2022)

### **Staff**

Julian Skinner	Lead Youth Support Worker (part-time)
Michael Park	Asst. Youth Support Worker (part-time)
Cheyann Wood	Asst. Youth Support Worker (part-time, left July 2021)
Tegan Warburton	Asst. Youth Support Worker (part-time, left Dec 2021)
Meadow Smith	Trainee Youth Support Worker (part-time, left Dec 2021)
Blair Chadwick	Asst. Youth Support Worker (part-time, left March 2022)
Kate Martin	Asst. Youth Support Worker (part-time, from Feb 2022)
Jerram Hall	Asst. Youth Support Worker (part-time, appointed March 2022)
Lesley Booker	Administrator and Fundraiser (part-time)
Narelle Lucas	Cleaner (part-time)

## **1. Introduction**

We have emerged from Covid restrictions and now are better attended than we have been for many years. We have gone through difficult situations with staffing, and now have a brilliant and enthusiastic team. We have had changes to our Management Group, but still have a committed core group.

In July 2021 Zoe Williams, BYP's longest serving Trustee, retired, and remains an actively interested friend of BYP. In October 2021 Peter Brewer also stepped down as Chair of BYP after 15 years in the role, happily continuing his role as a Trustee. Thank you to Deborah for her hard work managing our finances.

## **2. Membership and Attendance**

On 13 April 2021, BYP re-opened for drop-in evening sessions following the third National Lockdown. A re-opening campaign in collaboration with DYS SPACE campaign about re-opening of Devon Youth Clubs, included distribution of leaflets - produced with help from Dartmoor National Park - to local schools. Attendance began to grow gradually, and BYP adjusted its Covid precautions in line with the latest National Youth Agency advice (including use of masks, ventilation, number limits, etc). Although attendance was initially fickle as members and their families re-gained confidence, by 2022 attendance numbers were consistently among the highest in BYP's history. Among new members are many whose

families moved to Ashburton during the pandemic and who were excited to have the opportunity to integrate with the community and make new friends through BYP.

## **Programme**

### **(a) Advice and Support Services**

BYP continues to be a source of information, advice, support and guidance to the young people of Ashburton and the surrounding area, including:

- Group discussions and one-to-one sessions with qualified staff, with the emphasis on promoting positive values
- Working 1-2-1 to support young people with mental health issues
- Employment advice, referencing, and CV writing
- Advice and support on issues relating to training, education, health, sexual health and contraception, drugs and alcohol, relationships and family matters, housing and benefits
- Leaflets and access to information via the internet
- Signposting and referral to other specialist agencies.

Being able to provide a wide range of support services for young people offers a great sense of 'peace of mind' for them, allowing them to make informed decisions based on good quality, up-to-date information. Having a diversity of personality within the staff team, coupled with the appropriate training, allows more choice for members to be able to engage with whom they feel most comfortable.

### **(b) Youth Club Activities**

BYP has continued to offer a variety of creative, developmental, educational, recreational and social activities, including: -

- Life skills, including speaking, communicating and self-expression
- Debates and discussions, and homework help
- Outdoor team games, and indoor games including pool and table tennis
- Quizzes, competitions
- Arts and crafts activities
- Music activities
- Outdoor sports, swimming and team building activities.

The Youth Support Workers delivered these activities with support from responsible and dedicated young volunteers, whose help continues to be particularly valued with the increasingly popular and energetic Wednesday sessions for younger members.

With a DYS SPACE Covid Relief Summer Activities grant, BYP hired Ashburton Swimming Pool for three successful evening outdoor pool parties in the summer, as well as enjoying use of the Sands Sports Court and Ashburton Recreation grounds for outdoor sports activities.

The staff team monitor behaviour, follow BYP's Safeguarding and Child Protection Policy, and regularly receive training.

### **(c) Personal Development**

BYP works to support members' wellbeing and positive development as individuals, family members and members of the local community in the following ways: -

- Being able to 'let off steam' safely

- Sessions to help members develop self-esteem and self-confidence
- 1-2-1 care and 'Safe Place' support for young people with mental health problems
- Awareness raising for members on issues affecting young people, such as health and wellbeing, bullying, LGBTQ, homophobia and equal opportunities
- Encouragement of socially isolated members to become more active
- Training and positive experience for volunteer senior helpers with guidance from trained youth workers
- Helping members with homework issues, or wider educational questions
- Involvement of members in staff recruitment, planning, organising and leading activities in the BYP programme.

Issues emerging among members this past year included gender fluidity, to which the youth team responded, following training based on the 'Proud2b' movement.

#### (d) Community Engagement Activities

While many community activities were cancelled again this past year, BYP continued to work in a number of ways to engage with the local community, including:

- participation in: -

- Remembrance Day wreath laying ceremony
- Christmas advent window and support for the Rotary Christmas appeal
- BYP updates in *Around Ashburton*
- Bank Youth Project website and FaceBook updates
- Art & Media workshops
- Working in partnership with local businesses, organisations and individuals to bring BYP to the attention of the local community and to involve more people in volunteering as adult helpers, and as members of the management group
- Ashburton SOUP fundraising appeal, where three senior helpers contributed to making a pitch for art supply funding for BYP - winning the most votes of the evening and raising £300 for art projects
- Performance by a group of members in an Ashburton Arts Centre open mike event.

### 5. Staffing

There have been several staff changes in the past year, as well as the need for cover and closures at times in response to staff illness and positive Covid test results. Cheyann Wood resigned as an Assistant Youth Support Worker in July due to family bereavement. Tegan Warburton, previously a session volunteer, joined the youth team, working with Julian Skinner and Michael Park. Meadow Smith worked with supervision and training as a trainee youth support worker, while BYP researched alternative apprenticeship and training options, following withdrawal from the apprenticeship programme with Petroc. Both Tegan and Meadow left for new jobs in their fields of interest in December 2021. After two rounds of advertising and interviewing early in the new year, the Youth Team welcomed Blair Chadwick from January to March, then Kate Martin in February and at the end of March, Jerram Hall.

Lesley Booker continued work as administrator throughout the year.

Senior helpers, Sunny Smith, Jess Clark, Megan Keogh Taylor and Zoe Mandel, supported sessions at BYP, particularly the Wednesday sessions for younger members.

Staff training this past year included a full-day Emergency First Aid training course, arranged by BYP with places and costs shared with Ashburton Arts Centre and the Bungalow Youth Project in Buckfastleigh. Staff members also completed required Child Protection training,

and two members of staff completed the four-part Sexual Health training required to continue to participate as a Devon C-Card scheme provider.

The Management Group approved increases in staff pay from January 2022 following a review in relation to JNC and NJC scales.

## **6. Premises**

BYP members were involved in proposing ideas to improve and make better use of BYP's small outdoor space. A successful application to Devon Safer Communities Trust raised £1,000 to begin the project of transforming the courtyard into a more useful and welcoming social space. It was determined that some repairs to the chimney were needed first to ensure safety, which delayed work over the winter months. Once this was complete, minor modifications to the access ramp were completed with Steve Chew volunteering his time and skills to re-weld the ramp handrail, so that members can begin the final stages of decorating after the Easter break.

Regular checks and replacements, as needed, of fire safety equipment, lights, etc. continued, and a lock was replaced in the basement door.

## **7. Funding**

BYP is fortunate to have continued support throughout this past year from the National Lottery Community Fund with payments of £25,019 in August 2021 and in February 2022.

DYS SPACE granted £4,400, as well as a separate summer activities grant.

We are also extremely grateful for the support we receive from the community, which includes donations large and small, regular and one-offs:

Ashburton and Buckfastleigh Rotary Club  
Ashburton Town Lottery  
Buckfast Abbey Trust  
Outgoing Ashburton Portreeve, John Nutley  
Anonymous donors

Ashburton Post Office  
Ashburton SOUP contributors  
Devon Safer Community Trust  
Stone Park neighbourhood

## **8. Conclusion**

We now look forward with confidence for the coming year. We have a great team, both staff and Management Group, which gives us a firm foundation on which to build our future.

Alison Irens  
Trustee & Management Group Chair

Lesley Booker  
Administrator

Julian Skinner  
Lead Youth Support Worker



**BANK YOUTH PROJECT**  
**ACCOUNTS FOR THE YEAR ENDED**  
**31 MARCH 2022**

Prepared by



3 Town Hall  
North Street  
Ashburton  
TQ13 7QQ

**BANK YOUTH PROJECT  
FOR THE YEAR ENDED 31 MARCH 2022  
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**BANK YOUTH PROJECT  
FOR THE YEAR ENDED 31 MARCH 2022  
CHARITY INFORMATION**

<b>Trustees</b>	Chairman	Alison Irens
	Vice Chairman	Elaine Baker
	Hon. Treasurer	Deborah Sterling
	Hon Secretary	Zoe Williams (retired, July 2021)
		Pauline Yau (resigned, February 2022)
	Trustees	Peter Brewer
		Rev. Mark Ryland
		Alison Thomas
<b>Representatives</b>		Cllr. Sarah Parker-Kahn (Ashburton Town Council, resigned, January 2022)
<b>Charity Number</b>		1075067
<b>Principal Office</b>		10 East Street Ashburton Devon TQ13 7AA
<b>Bankers</b>		National Westminster Bank Plc
<b>Accountants</b>		Dawes Accountants Limited 3 The Town Hall North Street Ashburton Devon TQ13 7QQ

**BANK YOUTH PROJECT  
FOR THE YEAR ENDED 31 MARCH 2022  
TRUSTEES' REPORT**

The Trustees present their report and the financial statements for the year ended 31 March 2022.

**Governing Instrument**

The charity's objects and regulations are regulated by a constitution dated 14 January 1998, as amended in September 2001 and October 2010 with the written consent of the Charity Commissioners, and is constituted as an unincorporated association.

The objects of the charity continue to be the provision of confidential information, health advice and other support services, to enable young people between the ages of 9 to 25, but prioritising 13 to 19, to:

Have access to appropriate support and learning environments

Realise their capacity to believe in and fulfil their own potential as individuals and members of society.

The charity is organised with an executive committee to oversee planning, with a member of the committee being nominated as chair who is in charge of the day to day running of the charity.

**Trustees and Principal Officers**

The charity's Trustees for the above year are listed on page 1.  
Trustees are elected or appointed at general meetings of the Trustees.

**Development, Activities and Achievements**

BYP is an essential part of the fabric of the community of Ashburton. It serves the youth of our town exceptionally well and its importance cannot be underestimated. BYP emerged from the third lockdown with membership and popularity of the club growing by March 2022 to the highest levels in years.

**Finances**

The Trustees continue to actively seek new grants to ensure the continuation of the Trust's activities.

**Reserves Policy**

It is the policy of the Trustees to hold a General Reserve to cover at least one quarter of annual running costs, estimated at £12,000 when last reviewed.

The Trustees also maintain a Building Reserve of at least £5,000 towards external maintenance costs of the Bank building following its formal transfer from St Lawrence Trust, Ashburton to the Bank Youth Project.

BYP also holds a Notice and Redundancy Reserve calculated to meet statutory redundancy payments in the event BYP ceases to trade, currently estimated at £7,500.

The allocation of funds between Reserve Accounts, to reflect the separate amounts referred to, is reviewed annually.



**BANK YOUTH PROJECT  
FOR THE YEAR ENDED 31 MARCH 2022  
TRUSTEES' REPORT (continued)**

**Trustees' Responsibilities**

Charity law requires the trustees to prepare the financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing those financial statements the trustees are required to:

- (a) Select suitable accounting policies and then apply them consistently.
- (b) Make judgements and estimates that are reasonable and prudent.
- (c) Regulations made under S44 of the Charities Act and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- (d) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

This Report was approved by the Trustees on Monday 11th July 2022.

Signed on behalf of the Trustees



Alison Irens  
Chairman

**BANK YOUTH PROJECT  
FOR THE YEAR ENDED 31 MARCH 2022  
INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES ON THE ACCOUNTS OF BANK YOUTH PROJECT**

We report on the financial statements of Bank Youth Project on pages 5 to 7 for the year ended 31 March 2022.

**Respective responsibilities of Trustees and examiner**

As the Charity Trustees you are responsible for the preparation of accounts; you consider that the audit requirements of section 43(2) of the Charities Act 1993 (the Act) does not apply and that an independent examination is needed. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

**Basis of Independent examiner's report**


Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by charity 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 you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the financial statements.

**Independent examiner's statement**

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:

- \* Proper accounting records are kept in accordance with section 41 of the Act
- \* Financial statements are prepared which agree with the accounting records and comply with the accounting requirements of the Act.

11th July 2022

  
.....  
**Jamie Dawes ACA FCCA  
Dawes Accountants Limited**

3 The Town Hall  
North Street  
ASHBURTON  
TQ13 7QQ

**BANK YOUTH PROJECT****INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2022**

	<b>2022</b>	<b>2021</b>
	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
<b>Donations and Grants -</b>		
Anonymous Donor	73	270
Ashburton & Buckfastleigh Rotary	1,250	1,000
Ashburton Quakers		54
Ashburton Soup	300	0
Buckfast Abbey Trust	600	600
Community cash collections	51	148
Dartmoor National Park		200
Devon Safer Communities Trust	1,000	0
DYS SPACE	5,540	3,000
First Aid Training	322	
Facebook donations	60	
Fleet Caravans		500
HMRC JRS Grant		10,615
National Lottery Community Fund	50,038	47,560
Portreeve	1,000	0
<b>Other Receipts -</b>		
Café Sales and Subs	1,895	188
Lettings	338	1,191
Bank Interest	4	11
<b>TOTAL RECEIPTS</b>	<b><u>62,470</u></b>	<b><u>65,335</u></b>

**BANK YOUTH PROJECT**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**INCOME AND EXPENDITURE ACCOUNT (continued)**

	<b>2022</b>	<b>2021</b>
	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b>£</b>	<b>£</b>
<b>PAYMENTS</b>		
Accountancy	992	1,052
Advertising & Promotion	87	110
Affiliation and Subscriptions	15	135
Café	1,260	86
Cleaning	1,794	584
Curriculum Costs & Equipment	1,282	171
General Equipment (Consumables)	79	194
Insurance	2,291	1,560
Licences	305	163
Postage	2	20
PPE	14	0
Repairs & Servicing	1,529	1,314
Salaries	43,561	33,857
Staff Costs (Xmas Party)	80	0
Staff Training & Recruitment	863	357
Staff Travel & Expenses	109	238
Stationery	155	65
Sundries	14	0
Telephone & Internet	581	549
Utilities	1,340	1,057
	<hr/>	<hr/>
<b>TOTAL PAYMENTS</b>	<b>56,363</b>	<b>41,510</b>
	<hr/>	<hr/>
<b>NET RECEIPTS / (PAYMENTS) FOR THE YEAR</b>	<b>6,117</b>	<b>23,825</b>
<b>Net current assets brought forward (31 March 2021)</b>	<b>62,316</b>	<b>38,491</b>
	<hr/>	<hr/>
<b>Net current assets carried forward (31 March 2022)</b>	<b>68,433</b>	<b>62,316</b>
	<hr/>	<hr/>

**BANK YOUTH PROJECT  
AS AT 31 MARCH 2021  
STATEMENT OF ASSETS AND LIABILITIES**

	2022	2021
	£	£
<b>FIXED ASSETS</b>		
Freehold Property - 10 East Street, Ashburton	130,000	130,000
<b>CURRENT ASSETS</b>		
Debtors and Prepayments		0
Bank Account - Current	38,010	36,913
- Notice/Redundancy (3648)	7,503	7,502
- Buildings (4628)	10,229	10,228
- General (2968)	23,005	18,003
Cash	73	57
	<u>0</u>	<u>72,703</u>
<b>NET CURRENT ASSETS</b>	<b>208,820</b>	<b>202,703</b>
<b>DEDUCT CURRENT LIABILITIES</b>		
Creditors	10,387	10,387
	<u></u>	<u></u>
<b>NET ASSETS</b>	<b>198,433</b>	<b>192,316</b>
	<u><u></u></u>	<u><u></u></u>
<b>REPRESENTED BY:-</b>		
<b>ACCUMULATED FUND</b>		
Unrestricted Funds	68,433	62,316
Revaluation Reserve	130,000	130,000
	<u></u>	<u></u>
	<b>198,433</b>	<b>192,316</b>
	<u></u>	<u></u>

General Reserves include £15,000 from NLCF earmarked for development.

**BANK YOUTH PROJECT**  
**ACCOUNTS FOR THE YEAR ENDED**  
**31 MARCH 2022**

Prepared by



3 Town Hall  
North Street  
Ashburton  
TQ13 7QQ

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Signed on behalf of the Trustees



Alison Irens  
Chairman

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FOR THE YEAR ENDED 31 MARCH 2022  
INDEPENDENT EXAMINER'S REPORT  
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11th July 2022

  
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**Jamie Dawes ACA FCCA  
Dawes Accountants Limited**

3 The Town Hall  
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ASHBURTON  
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**BANK YOUTH PROJECT****INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2022**

	<b>2022</b>	<b>2021</b>
	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b>£</b>	<b>£</b>
<b>RECEIPTS</b>		
<b>Donations and Grants -</b>		
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<b>Other Receipts -</b>		
Café Sales and Subs	1,895	188
Lettings	338	1,191
Bank Interest	4	11
<b>TOTAL RECEIPTS</b>	<b><u>62,470</u></b>	<b><u>65,335</u></b>

**BANK YOUTH PROJECT**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**INCOME AND EXPENDITURE ACCOUNT (continued)**

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	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
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<b>PAYMENTS</b>		
Accountancy	992	1,052
Advertising & Promotion	87	110
Affiliation and Subscriptions	15	135
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**BANK YOUTH PROJECT  
AS AT 31 MARCH 2021  
STATEMENT OF ASSETS AND LIABILITIES**

	2022	2021
	£	£
<b>FIXED ASSETS</b>		
Freehold Property - 10 East Street, Ashburton	130,000	130,000
<b>CURRENT ASSETS</b>		
Debtors and Prepayments		0
Bank Account - Current	38,010	36,913
- Notice/Redundancy (3648)	7,503	7,502
- Buildings (4628)	10,229	10,228
- General (2968)	23,005	18,003
Cash	73	57
	<u>0</u>	<u>72,703</u>
<b>NET CURRENT ASSETS</b>	<b>208,820</b>	<b>202,703</b>
<b>DEDUCT CURRENT LIABILITIES</b>		
Creditors	10,387	10,387
	<u></u>	<u></u>
<b>NET ASSETS</b>	<b>198,433</b>	<b>192,316</b>
	<u><u></u></u>	<u><u></u></u>
<b>REPRESENTED BY:-</b>		
<b>ACCUMULATED FUND</b>		
Unrestricted Funds	68,433	62,316
Revaluation Reserve	130,000	130,000
	<u></u>	<u></u>
	<b>198,433</b>	<b>192,316</b>
	<u></u>	<u></u>

General Reserves include £15,000 from NLCF earmarked for development.