



**hersham youth trust**

000000 all different 000000 all equal 000000 all welcome

## Trustees Annual Report



000000 telephone: 01932 267257

000000 website: [www.hershamyouthtrust.co.uk](http://www.hershamyouthtrust.co.uk)

000000 registered charity no: 1084090

**year ended 31<sup>st</sup> july 2020**



# hersham youth trust

000000 all different 000000 all equal 000000 all welcome

Arch Road  
Hersham  
Surrey KT12 4QT













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## 000000 Trustees Annual Report

000000 31<sup>st</sup> July 2020




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## [1] Introduction:

Our community youth led social enterprise and charitable organisation the  **hersham youth trust** is a **registered charity**. It was initially set up by the community to provide meaningful informed advice, assistance, help and support to empower all our local communities young people. Especially but not exclusively through the provision of recreational and leisure time activities, experiences and opportunities, so to develop their skills, capacities and capabilities to enable them to fully participate in society as independent, mature and responsible individuals.

To actively assist, promote, support, empower and engage all our local communities young people with the capacity to:



*Better achieve and realise their full potential.*



*Equipping their skills and confidence to succeed.*



*Stay safe.*



*Raise awareness and celebrate their achievements.*



*Improve their own health and well-being and associated life opportunities.*



*Social and cultural inclusion in their community.*



*Positively influence their position in their community and in wider society.*



*Improve their social interaction and to overcome any barriers.*



*Advance their education and relieving unemployment.*



*Aspiring to improve their life.*



*To provide meaningful, positive opportunities and experiences individually tailored to young people's needs.*



*To empower and support young people to make informed choices.*



*All Different - All Equal - All Welcome.*






## [2] Impact of Coronavirus:




Shared with all our community at the beginning of lockdown:




As the global effect of **coronavirus (COVID-19)** continues to evolve, all the trustees of the  **hersham youth trust** are firmly committed to the health, safety and wellbeing of all our open access youth work members, volunteers, employees and partners serving key targeted vital services to all our communities. It is our highest priority and we want to actively encourage and do what we can to swiftly stop the spread of the Coronavirus in our community to enable us all to stay safe and healthy.



Our thoughts go out to all of you who have been affected by this unprecedented situation. We know how important a role we all play in our local community. We are closely monitoring the changing situation, and are fully committed to complying with all UK Government and Public Health England guidance. It is with great regret that following the updated advice the  **hersham youth trust** have taken the difficult decision to temporary close our open access youth work until further notice. As new information and developments becomes available, we will respond swiftly and appropriately. We truly thank you for your patience and cooperation.



Please be assured we are totally committed to continue to care deeply about the needs and wellbeing of all our open access youth work members, volunteers, employees and partners. Our key vital services are under extreme pressure at this moment. The  **hersham youth trust** know the coming days and weeks will be filled with uncertainty and we all want to help support you and your families as best we can. We are all committed and focused on ensuring our communities most vulnerable children and families get the informed advice and support they need during this very difficult time. We are here for you.





# 000000 Trustees Annual Report

000000 31<sup>st</sup> july 2020



We will be swiftly exploring ways to offer partnership services remotely, which could include [Walton & Hersham Foodbank](#), [Walton on Thames Charity](#), informed advice and support online, or on one to one telephone calls. Our teams of dedicated open access youth workers will be on hand to answer any of your questions or concerns. We ask you to look out for our announcements on social media. You can find us on [Instagram](#), [Facebook](#) and [Twitter](#) where we will be sharing our latest news.



We will reopen when the medical advice allows and all look forward to welcoming you back soon. The trustees of the [hersham youth trust](#) would like to again thank all our open access youth work members, volunteers, employees and key partners serving our communities for their ongoing support and loyal dedication during these challenging and uncertain times.



It is as always very much appreciated and respected by all.  
Take care of yourselves, your loved ones and your community.



# 000000 Trustees Annual Report

000000 31<sup>st</sup> July 2020



Hand delivered to our community at the beginning of lockdown over a thousand easter eggs:



**hersham youth trust**

000000 all different 000000 all equal 000000 all welcome  
000000 Arch Road, Hersham, Surrey KT12 4QT

everyone at **hersham youth club** are missing you and really looking forward to welcoming you all back as soon as the coronavirus lockdown allows us.



in partnership with our friends at **Morrisons** supermarket  
weybridge we would like to hand deliver to your doorstep  
a **FREE** easter egg to you and your brothers or sisters.

like and follow us on **facebook**, **twitter** and **instagram**  
and send us a message with your names and addresses and one  
of our youth workers or volunteers will drop them off.

limited numbers, first come, first served.

**YOUTH**



000000 Coronavirus Our Community

Easter



# 000000 Trustees Annual Report

000000 31<sup>st</sup> July 2020



Hand delivered to our community to celebrate our reopening over five hundred goodie bags:



**hersham youth trust**

000000 all different 000000 all equal 000000 all welcome  
000000 Arch Road, Hersham, Surrey KT12 4QT

everyone at **hersham youth club** are missing you and really looking forward to welcoming you all back from monday 7<sup>th</sup> september 2020.



in partnership with our friends at  **Morrisons** supermarket weybridge we would like to hand deliver to your doorstep a **FREE** treat bag to you and any of your friends, brothers or sisters.

like and follow us on [facebook](#), [twitter](#) and [instagram](#) and send us a message with your names and addresses and one of our youth workers or volunteers will drop them off.

limited numbers, first come, first served.



000000 Coronavirus Our Community

Autumn Opening





Compliance certification for governments guidance on managing the risk of COVID-19:

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who visit and work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We are following national guidance by the **National Youth Agency** in consultation with **Public Health England** and the **Health and Safety Executive**
- ✓ We have taken all reasonable steps to **maintain current social distancing** requirements
- ✓ Where people cannot socially distance, we have done everything practical to **manage transmission risk**

Leader Mark Wheatley BSc [Hons] LCGI Date 26th June 2020

**Hersham Youth Trust**

Who to contact: Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)





NHS test and trace QR reader for managing the risk of COVID-19:

  
Test and Trace

# LET'S HELP STOP THE SPREAD OF CORONAVIRUS

 Scan this QR code with your  
NHS COVID-19 App to check-in

  
Hersham Youth Trust  
Hersham Young Peoples Centre, Arch Road, Hersham, KT12 4QT

DOWNLOAD THE  
NHS COVID-19 APP








# 000000 Trustees Annual Report

000000 31<sup>st</sup> July 2020




Reopening risk assessment for governments guidance on managing the risk of COVID-19:




As the global effect of **coronavirus (COVID-19)** continues to evolve, all the trustees of the  **hersham youth trust** are firmly committed to the health, safety and wellbeing of all our open access youth support workers, members, volunteers, employees and partners serving key targeted vital services to all our communities young people. It is our highest priority and we want to actively encourage and do what we can to swiftly stop the spread of the Coronavirus in our community to enable us all to stay safe and healthy.




Post **COVID-19** opening commenced on Monday 7<sup>th</sup> September 2020. The  **hersham youth trust** aims to initially operate in small groups of targeted young people [currently in bubbles of no more than fifteen young people] for each and every youth support work session. [All as per current government guidelines.]



The  **hersham youth trust** will request that all parents, guardians, carers and young people **not** to attend if they are sick and showing any signs of **COVID-19** or have tested positive in the last seven days, or if another household member develops coronavirus symptoms.




In all these circumstances it is actively encouraged that parents, guardians, carers and young people should contact the  **hersham youth trust** to inform us that they will be following the national **NHS STAY AT HOME** guidance. Any young person who develop a continuous cough and or has a temperature will be sent home and we would request parents, guardians or carers to come and collect as soon as possible as they will need to be isolated.



# 000000 Trustees Annual Report

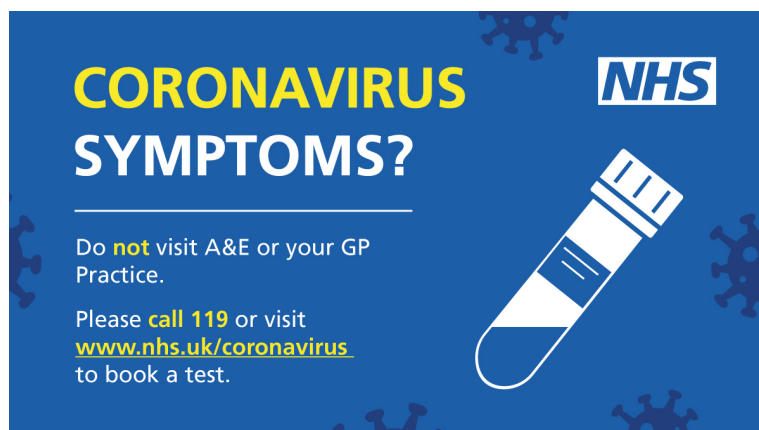
000000 31<sup>st</sup> july 2020




If anyone in the young person's household has **COVID-19** we would ask the parents, guardians or carers to let the  **hersham youth trust** know immediately so we can prevent the risk to others. We will not share the names or details of anyone who test positive unless it is essential to protect others.




Parents, guardians or carers should be actively encouraged to book a **coronavirus test** if their young person is displaying symptoms. A test can be booked online through the **NHS** website or ordered by telephone via **NHS 119** for those without access to the internet.




The  **hersham youth trust** youth support worker teams will actively encourage all young people to clean and wash their hands regularly, including when they arrive at the building.



Each and every wash hand basin has a soap dispenser and the coffee bar has a specific **hand sanitiser station** that the  **hersham youth trust** youth support worker teams will actively encourage everyone to use regularly.

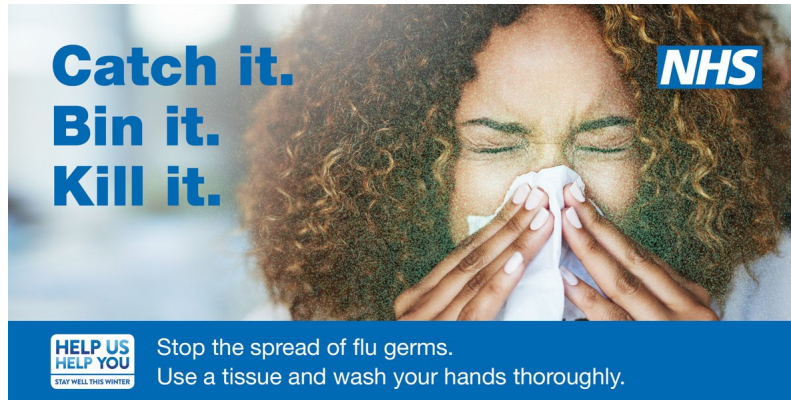


All the  **hersham youth trust** youth support worker teams and volunteers will be actively encouraged to wash their hands more regularly and to wear appropriate required **PPE**. [Face masks, gloves, hand sanitiser etc. is currently available at the coffee bar.]





The **NHS Catch It - Bin It - Kill It** will be actively promoted. There is a suitable number of bins available in the building to support everyone to follow this guidance and a supply of face tissues is currently available at the coffee bar.



If anyone in the building becomes unwell with a new continuous cough or a high temperature or has a loss of or change in their normal sense of taste or smell they will be sent home and advised to follow the **NHS STAY AT HOME** guidance for households with possible or confirmed **COVID-19** infection. Other members of their household [including siblings] should be actively encouraged to self-isolate for fourteen days from when the symptomatic person had symptoms.



The **her sham youth trust** cleaning support team will fully ensure that at the end of each day the building is properly cleaned. The **her sham youth trust** youth support worker teams and volunteers throughout a youth support work session will sanitise and wipe down surfaces regularly touched with antibacterial spray. As young people move to different activities and equipment, all surfaces will be wiped down.



# 000000 Trustees Annual Report

000000 31<sup>st</sup> July 2020



The **her sham youth trust youth support worker teams** will actively aim to keep young people in groups of up to a maximum of fifteen by staggering young people in separate rooms indoors and different areas of the outdoors.



The **her sham youth trust youth support worker teams** will record the full name of the young person in attendance for each and every session and will complete a new membership form on the first session the young person attends. [This will enable a new up to date database to be completed.]



The **her sham youth trust youth support worker teams** will fill out the signing in sheet for young people to avoid cross contamination.



The **her sham youth trust youth support worker teams** will be requesting all young people to wear face coverings/face masks whilst inside the building. Outside the club face masks are currently not compulsory.



The **her sham youth trust youth support worker teams** will actively encourage young people to sanitise/wash their hands on arrival into the building.



The **her sham youth trust youth support worker teams** will actively encourage and remind young people they need to enter the building through the main front door and exit through the rear door. [next to kitchen] This will create a one way system.



Computers use will currently be restricted to a maximum of four computers used at any one time to allow for social distancing. [avoiding use of middle computer] The **her sham youth trust youth support worker teams** will actively sanitise all computers before and immediately after use.



The **her sham youth trust youth support worker teams** will sanitise the bats and balls before and immediately after use of the table tennis table. The football table will be sanitised before and immediately after use. Young people will be actively encouraged to wash/sanitise hands after use.



**HERSHAM YOUTH TRUST**  
**REGISTERED CHARITY No: 1084090**

**BALANCE SHEET**  
**31 JULY 2020**

**EXPENDITURE**

PROJECTS	£23,580.04
EQUIPMENT	£1,766.79
CLEANING	£11,488.57
YOUTH SUPPORT WORKERS	£11,539.28
SUNDRY (Miscellaneous)	£517.76
SERVICES (Water, Gas, Electric)	£3,553.50
INTERNET	£615.40
INSURANCE	£2,000.88
BANK CHARGES	£0.00
BUILDING	£41,000.00
MATERIALS	£2,827.55

-----  
£98,889.77  
-----

**INCOME**

RENTAL	£48,641.50
FUNDRAISING	£2,790.32
DONATIONS	£2,250.00
SCC SERVICE LEVEL AGREEMENT	£16,099.60
GRANTS	£40,500.00
PETTY CASH	£0.00

-----  
£110,281.42  
-----

INCOME OVER EXPENDITURE AT 31<sup>st</sup> JULY 2020:      £11,391.65 -

Cash In Hand at Year End 31.07.2019:      £758.99

Cash In Hand at Year End 31.07.2020:      £12,150.64

*Jon Bailey*

**Jon Bailey [Hon. Treasurer]**

*Mary Archer*

**Mary Archer [Independent Examiner]**





**hersham youth trust**

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# Annual Accounts



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000000 **registered charity no:** 1084090

Year Ended 31<sup>st</sup> July 2020



# hersham youth trust

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## 000000 Annual Accounts

000000 Independent Auditors Report to the Trustees

We have audited the financial statements of the **Hersham Youth Trust Registered Charity No: 1084090** for the year ended 31 July 2020 which comprise of the **Statement of Financial Activities**, the **Balance Sheet** and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the requirements of the **Financial Reporting Standard for Smaller Entities**. *[Effective April 2008.]*

This report is made exclusively to the members, as a body, in accordance with **Chapter 3 of Part 16** of the **Companies Act 2006** and to the charity's trustees, as a body, in accordance with **Section 44 [1] [C]** of the **Charities and Trustee Investment [Scotland] Act 2005** and **Regulation 10** of the **Charities Accounts [Scotland] Regulations 2006**. Our audit work has been undertaken so that we might state to the members and the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective Responsibilities of Trustees & Auditor:**

As explained more fully in the **Statement of Directors' Responsibilities** set out on page six, the trustees *[who are also the directors of the charitable company for the purposes of company law]* are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as independent examiner under **Section 44 [1] [C]** of the **Charities and Trustee Investment [Scotland] Act 2005** and under the **Companies Act 2006** and report to you in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and **International Standards on Auditing [UK and Ireland]**. Those standards require us to comply with the **Auditing Practices Board's [APB's] Ethical Standards for Auditors**.

### **Scope of the Audit of the Financial Statements:**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the **Annual Report** to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on Financial Statements:**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 July 2020, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with **United Kingdom Generally Accepted Accounting Practice** *[applicable to smaller entities]*; and
- have been prepared in accordance with the **Companies Act 2006**, the **Charities and Trustee Investment [Scotland] Act 2005** and **Regulation 8 of the Charities Accounts [Scotland] Regulations 2006**.

### **Opinion on Other Matter Prescribed by the Companies Act 2006:**

In our opinion the information given in the **Annual Report** for the financial year for which the financial statements are prepared is consistent with the financial statements.

# 000000 Annual Accounts

000000 Independent Auditors Report to the Trustees

## Matters on Which we are Required to Report by Exception:

We have nothing to report in respect of the following matters where the **Companies Act 2006** and the **Charities Accounts (Scotland) Regulations 2006** *[as amended]* requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting periods or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the **Financial Statements** in accordance with the small companies regime and take advantage of the small companies exemption in preparing the **Annual Report**.

*Mary Archer*

**Mary Archer** *[Independent Examiner]*

20 Bennett Close  
Cobham  
Surrey  
KT11 1AJ

## 000000 Annual Accounts

000000 Independent Auditors Report to the Trustees

**HERSHAM YOUTH TRUST REGISTERED CHARITY No: 1084090**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
 (incorporating Income & Expenditure Account)  
**YEAR ENDED 31 JULY 2020**

		Unrestricted funds Year ended 31 July	Restricted funds Year ended 31 July	Total funds Year ended 31 July	Total funds Year ended 31 July
		2020 £	2020 £	2020 £	2019 £
<b>Receipts:</b>	<b>Notes</b>				
	2				
Rental		48,641.50	0.00	48,641.50	48,420.75
Fundraising		2,790.32	0.00	2,790.32	0.00
Donations		2,250.00	0.00	2,250.00	4,379.43
Service Level Agreement		16,099.60	0.00	16,099.60	19,930.42
Grants		40,500.00	0.00	40,500.00	41,241.50
Petty Cash		0.00	0.00	0.00	0.00
		-----	-----	-----	-----
<i>Sub Total</i>		110,281.42	0.00	110,281.42	113,972.10
		-----	-----	-----	-----
<b>Asset &amp; Investment Sales, Etc:</b>	3	0.00	0.00	0.00	0.00
		-----	-----	-----	-----
<i>Total Receipts</i>		110,281.42	0.00	110,281.42	113,972.10
		-----	-----	-----	-----
<b>Payments:</b>					
Projects		23,580.04	0.00	23,580.04	35,732.00
Equipment		1,766.79	0.00	1,766.79	1,660.04
Cleaning		11,488.57	0.00	11,488.57	9,204.08
Youth Support Workers		11,539.28	0.00	11,539.28	10,799.86
Sundry Expenses		517.76	0.00	517.76	153.39
Services [Gas/Water/Electric]		3,553.50	0.00	3,553.50	3,626.22
Internet		615.40	0.00	615.40	618.78
Insurance		2,000.88	0.00	2,000.88	1,950.63
Bank Charges		0.00	0.00	0.00	0.00
Building		41,000.00	0.00	41,000.00	53,443.53
Materials		2,827.55	0.00	2,827.55	2,013.56
		-----	-----	-----	-----
<i>Sub Total</i>		98,889.77	0.00	98,889.77	119,202.09
		-----	-----	-----	-----
<b>Asset &amp; Investment Purchases, Etc:</b>		0.00	0.00	0.00	0.00
		-----	-----	-----	-----
<i>Total Payments</i>		98,889.77	0.00	98,889.77	119,202.09
		-----	-----	-----	-----
<i>Net of Receipts/(Payments)</i>		11,391.65	0.00	11,391.65	-5,229.99
		-----	-----	-----	-----
<b>Cash Funds Last Year End:</b>		758.99	0.00	758.99	5,988.98
		-----	-----	-----	-----
<i>Cash Funds This Year End</i>		12,150.64	0.00	12,150.64	758.99
		-----	-----	-----	-----

There were no recognised gains or losses in the period ended 31 July 2020 other recorded in the **Statement of Financial Activities**.

The **Financial Statements** were approved by the trustees on 17<sup>th</sup> November 2020 and signed on their behalf by:

*Jon Bailey**John Sheldon*

Jon Bailey [Trustee]

John Sheldon [Trustee]



**HERSHAM YOUTH TRUST**  
REGISTERED CHARITY No: 1084090

**BALANCE SHEET**  
**31 JULY 2020**

**EXPENDITURE**

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*Jon Bailey*

*Mary Archer*

**Jon Bailey [Hon. Treasurer]**

**Mary Archer [Independent Examiner]**

## Accounting Policies [1]:

### Basis of Preparation:

The accounts are prepared under the historical cost convention and are in accordance with companies legislation, the **Financial Reporting Standard for Smaller Entities** [Effective April 2008] and with **Statement of Recommended Practice - Accounting & Reporting by Charities**. [Revised 2005]

### Fixed Assets & Depreciation:

Tangible fixed assets are capitalised at cost and are depreciated by the straight line method over their anticipated useful lives at the following annual rates:

- Furniture & equipment 25%

The trusts premises are not depreciated on the basis that any depreciation would not be material.

### Revenue Recognition:

Grants received to fund revenue expenditure are credited to the **Income & Expenditure Account** in the period to which they relate. Grants received, which relate to future years are deferred until the appropriate years. Grants received to fund capital expenditure are treated as restricted funds, and depreciation on the related assets is subsequently charged against the fund over the anticipated lives of the assets.

### VAT:

The Hershams Youth Trust is not registered for VAT and accordingly expenditure includes VAT where appropriate.

### Liabilities:

Liabilities are recognised on the basis of goods or services invoiced to the charity within the financial year. Invoices relating to the financial year which are received or paid after that date are accrued.

### Expenditure:

Where possible expenditure has been charged direct to charitable activities and governance costs.

### Funds:

Funds held by the charity are:

- Unrestricted Funds: These are the funds that can be used in accordance with the charitable objects at the discretion of the directors.
- Restricted Funds: These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or if they have been raised for a specific purpose.

### Incoming Resources [2]:

Grant, donation and other income recorded for the year has been credited to unrestricted funds on the basis that the amounts are available for use in accordance with the charitable objects at the discretion of the directors.

### Net Incoming Resources [3]:

No depreciation or director's remuneration has been incurred in the year to 31 July 2020.

### Accounting Services:

The treasurer received no honorarium for accounting services. No other trustee or persons connected with them received remuneration or reimbursement for expenses incurred during the year.

### Taxation:

The Inland Revenue has confirmed that the company has charitable status. It has no liability to UK corporation tax on the activities of the year.

### Movement of Funds:

There were no transfers between funds in the year.

### Non Audit Services:

In common with other trusts of our size and nature we use our auditors in the preparation of the **statutory financial statements**.

# 000000 Annual Accounts

000000 Independent Auditors Report to the Trustees



## hersham youth trust

000000 all different 000000 all equal 000000 all welcome



help  
hersham  
youth



registration  
& distribution  
point



see us on  
facebook



scan me for  
website



waltoncharity  
on thames



always welcome

open for **seniors** [14+] every tuesday, wednesday and friday evenings 7.30pm to 10.00pm, saturday afternoons 1.00pm to 5.00pm  
open for **Juniors** [under 14] every monday and thursday evenings 7.00pm to 9.00pm