

# Trustees' annual report for the period



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Period start date 

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 Period end date 

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Sevenoaks Area Youth Trust (SAYT)

Charity No  
(if any)

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## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of SAYT - Sevenoaks Area Youth Trust are set out in its governing document: - to relieve suffering and distress amongst children and young people by meeting them where they are and providing support, advice, and counselling according to their need in Sevenoaks and the surrounding towns and villages regardless of the race, religion or creed of any person or persons in need and - the advancement of the Christian faith in accordance with the Statement of Beliefs set out in the schedule and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the Trust
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	SAYT is a Christian Trust founded in 2001 to employ, manage, train & support Christian Youth Workers in the Sevenoaks area, and to: ✓ Undertake Detached [i.e. not in a centre or youth club] Youth Work, in streets & parks of local towns and villages - wherever Young People are hanging out... ✓ Provide limited but regular presence in local schools and other youth facilities such as 'House in the Basement' led by Sevenoaks Town Council. ✓ Encourage and support other youth workers in local churches who run youth clubs, youth work and other Christian youth activities and residential. ✓ Be salt and light in our local area. • The Trust seeks, particularly working with Young People, to serve the whole community of Sevenoaks & District - regardless of race, religion, creed of any person(s) in need; and regardless of nationality, gender, sexuality, disability or any other aspect of their cultural, educational or social background. We are needs-led, young person-focused, non-judgmental and will never discriminate [on grounds of gender, sexuality, disability, faith or social background]. • We are committed to the

		<p>FaithWorks Charter and the highest possible standards of contextual safeguarding [aided by our membership of ThirtyOne:Eight]. • We are members of SU Scripture Union and CTSD Churches Together in Sevenoaks &amp; District; and draw on best practice, especially around making youth work Covid-secure from FDYW Federation of Detached Youth Work and NYA National Youth Agency. We host youth workers prayer breakfasts, to allow further sharing of best practice and mutual support. • We seek to provide a consistent presence for young people [many of whom can feel isolated or vulnerable at times] – someone to trust. We draw on resources provided by the above organisations, and similar charities who we network with and enjoy the invaluable support of many churches, donors, volunteers and prayer supporters. • The Trustees have had regard to all guidance offered by the Charity Commission: on safeguarding, whistleblowing, reporting serious incidents, and public benefit. The main public benefit activities undertaken are shown below.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Detached work (coming alongside young people where they are) ✓ Every Thursday evening on the Kemsing recreation ground: offering hot chocolate/squash and home-made cakes (when donated) chatting, listening, advising, assisting and befriending. ✓ Every Tuesday evening at Greatness Park: offering hot chocolate/squash and home-made cakes (when donated) chatting, listening, advising, assisting and befriending. The mini bus we used for detached was withdrawn by Sevenoaks District Council in October 2023 and we moved our work to a group inside encompassing the young people we met at both Greatness and Kemsing, for the winter/ Occasional visits to “House In The Basement” (Stag theatre basement): having fun, playing games, chatting, listening, encouraging, helping with homework, CVs, job applications, relationship difficulties etc. ✓ &gt; Schools work (where most young people spend a lot of their time) We visit Trinity School on a weekly basis and are working to gain re-entry to Knole Academy. This had to stop during the Covid19 period. . &gt; Training, promoting quality Youth Work in the area ✓ Monthly prayer breakfasts to support other Christian youth workers in the area. ✓ Promoting training opportunities for (paid / volunteer) Christian youth workers in the area</p> <p>Special events &amp; support for young people ✓ Days out to the beach, drama evenings, film nights, visits, courses. In August we took a group of young people to Snowdonia.. Our staff and volunteers went too to meet our young</p>

		<p>people/adult radio. Transport was borrowed from Trinity School and a number of supporters made financial donations as several of the young people who attended could not meet the cost of the trip. ✓ Mentoring and supporting individual young people as they navigate many life challenges. ➤ ✓ Mentoring and supporting young people by using social media . ✓ Encouraging young people, and often reaching out through them, to other young people facing severe challenges in their life. ➤ Case studies / Impact ✓ We regularly share case studies [anonymised of course] in regular newsletters and prayer letters. ✓ These evidence the impact of our work, at a time when schools, families and churches are finding it harder to support young people; and some other charities / services had reduced due to cost of living crisis or whilst they recover from the influence of Covid19. This is against a national and local background of increasing need with young people suffering from greater mental health issues, loss of education and opportunities during covid and increasing attainment gaps between those of similar age. The cost-of-living crisis is already beginning to exacerbate these issues for many of the young people we work with. ➤ Future Events ✓ Regular prayer breakfasts for youth workers and supporters to encourage, pray and share good practice. We send prayer requests to over 60 prayer supporters. ✓ Regular informal events to thank and train our amazing team of volunteers; and to seek to recruit more youth work volunteers who help to make our work so distinctive and effective. Please email <a href="mailto:info@sayt.org.uk">info@sayt.org.uk</a> if you'd like to know more about becoming a volunteer – youth worker or baker. ✓ Individual donors. Trustees are keen to reach out to about 40 more individual supporters to increase our prayer support and financial support. ✓ How can you help? <a href="mailto:info@sayt.org.uk">info@sayt.org.uk</a> if you would like to help us achieve any of this. Please email <a href="mailto:info@sayt.org.uk">info@sayt.org.uk</a> if you'd like to know more about becoming a volunteer youth worker and/or baker. ▪ We can now offer regular giving by text and a QR code which some may find a helpful way to support our work. Please contact our Treasurer Claire <a href="mailto:Treasurer@sayt.org.uk">Treasurer@sayt.org.uk</a> confidentially about making donations and gift aid. ▪ Please contact our Prayer Secretary Peter on <a href="mailto:Prayer@sayt.org.uk">Prayer@sayt.org.uk</a> to get copies of our monthly prayer letter and/or an invite to the monthly prayer breakfasts . ▪ To get our regular newsletters including invites to future events please join our mailing list <a href="http://eepurl.com/dx-">http://eepurl.com/dx-</a></p>
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		i51 or email <a href="mailto:info@sayt.org.uk">info@sayt.org.uk</a> The trustees of SAYT are satisfied that the charity meets its public benefit responsibilities
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Not applicable
Policy on social investment including program related investment	Para 1.38	Not applicable
Contribution made by volunteers	Para 1.38	We have about 60 people who are committed to praying, giving and volunteering in our activities. The mini bus was withdrawn by Sevenoaks District Council in autumn 2023 and we are finding other ways to meet the challenges of our detached work
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	SAYT exists to make an impact in our local area and specifically in the lives of the young people we engage. We are proud to have been a positive influence and force for good for many young people, over so many years, and particularly during the Covid19 crisis and lockdown. A number of young people have become Christians or been able to strengthen their faith. We measure our impact more broadly in terms of showing compassion, empathy and ensuring that every young person we meet knows we value them and believe in their worth. We have increased our detached presence during the year. Case studies. We often share recent case studies [anonymised of course] in our regular newsletters and prayer letters.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Achievements against objectives set	Para 1.41	As above
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	Not applicable
Other		

## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	<p>The Trustees are pleased to submit the most recent approved annual accounts for the year to 31st December 2023. These are subject to an independent examination each year, as being best practice, although not strictly required every year by the Charity Commission when our turnover is below their threshold. • We thank our treasurer, Claire Davison, for maintaining such clear accounts in such a timely manner, and her regular financial reports and forecasts for the board of trustees. • We also thank Sam Farren FCA for her diligent examination and reporting to Trustees. • Funds are received primarily from local churches (47%), grants (2%) and gifts from individual donors and trust (47%)</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The trustees seek to hold a minimum level of unrestricted reserves to £10,000 in view of recent events, strain on the charity sector and reduced levels of donations that most charities are seeing. The Trust will seek to maintain free reserves [Cash] in practice [and in approved budgets and cash flow forecasts which are monitored monthly of between £10,000 and £15,000. This reserves policy has been developed to meet the need for working capital, recognising our current dependence on some large annual donations from several churches, that some donations arrive later than expected and the need to provide redundancy costs should they be required. This policy is reviewed annually. • Most funds come to us from church or individual supporters, so we very rarely need to hold fundraising events. We have not yet joined the Fundraising Regulator as their service is largely irrelevant to our work. Nevertheless, we follow the principles set out by them, the Institute of Fundraising and updated all our data bases, mailing lists, policy and security to ensure best practice as well as meeting our GDPR obligations. • The Trust remains a going concern, has an updated reserves policy to further mitigate the ongoing funding risks from the cost-of-living crisis [and salary / energy cost pressures on church budgets] and trustees are seeking to recruit more individual regular donors, to diversify our income generation. • During the year, 3 trustees (2022:3) were reimbursed a total of £272.40</p>

		(2022: £957.35) for expenses incurred on behalf of the charity. This year we were the Charity supported by the Mayor of Sevenoaks. We received a one off donation of £13,370 from this. This was partly used for the Snowdonia trip
Amount of reserves held	Para 1.22	As at 31 <sup>st</sup> December 2023, reserves of £20,489 were held
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no uncertainties about the charity continuing as a going concern

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	As above
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	As above re donations
Other		

## Structure, Governance and Management

Description of charity's trusts:	SORP reference	<p>Trust deed date 3/8/2001</p> <p>Objects 4. THE objects of the Trust are (i) to relieve suffering and distress amongst children and young people by meeting them where they are and offering and providing for them friendship fellowship encouragement counsel and support according to their need in Sevenoaks and the surrounding towns and villages regardless of the race religion or creed of any person or persons in need and (ii) the advancement of the Christian faith in accordance with the Statement of Beliefs set out in the Schedule and to fulfil such other purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the Trust 5. IN furtherance of the said objects but not further or otherwise the Trustees shall have the following powers:- (i) to purchase lease hire exchange or otherwise acquire any land buildings furniture equipment or other property to be used for the purpose of the Trust and (subject to such consents as may be required by law) to improve resell let underlet or otherwise deal with the same (ii) to employ or otherwise engage the services of and remunerate any person or persons to supervise organise and carry on the work authorised by the Trustees and to provide such person or persons with accommodation and other facilities for carrying out their work and as employers of staff to make all reasonable and necessary provision for the payment of benefits pensions and superannuation to or on behalf of employees and their widows or other dependants providing that no Trustee shall receive remuneration from the Trust save as may be hereinafter specifically provided (iii) to make donations to any worker who is engaged in such work or activity which furthers the objects of the Trust or in assisting either directly or indirectly in the same (iv) to make grants or loans of money and to give guarantees (v) to co-operate and collaborate with other charities having the same or similar objects as the Trust and to exchange information and advice (vi) to produce sell or otherwise distribute literature audio and visual aids and other 3 media of communication but not save where it is a direct means of achieving the objects of the Trust so as to constitute permanent trading on the part of the Trustees (vii) to arrange and provide for or join in arranging and providing for the holding of</p>
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		meetings lectures seminars conferences and training courses for the furtherance of the objects of the Trust (viii) to raise funds and invite and receive grants and contributions from any persons agencies statutory or government or local authority bodies whatsoever by way of loan subscription donation and otherwise provided that the Trustees shall not undertake any permanent trading activities in raising funds for the said objects (ix) to support, administer or set up other charities (x) to make regulations for the management of any property which may be acquired by the Trust (xi) to enter into contracts to provide services to or on behalf of other bodies (xii) to pay the costs of forming the Trust (xiii) to do all such other lawful things as are necessary to attain the objects of the trust
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed dated 3/8/2001
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	As at 31 Dec 2023, the charity had 8 trustees that meet every 6 weeks. We have a nominated Designated Safeguarding Lead who is a trustee and a Treasurer who is not a trustee but who provides financial updates for our meetings
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointment and retirement of trustees 13. ANY Trustee hereof other than a Trust Corporation shall be required to declare his belief in and allegiance to the Statement of Beliefs set out in the Schedule hereto and any Trustee ceasing to believe in or adhere to such Statement shall immediately resign his trusteeship 14. THE following provisions shall apply in relation to the appointment of Trustees: (a) In addition to the statutory powers of appointment a new Trustee may be appointed by a resolution of the Trustees passed by a majority of the Trustees for the time being (and not just a simple majority present at a meeting when the resolution is considered) and such resolution shall be recorded in the minutes and signed by the new Trustee and by the chairman of the meeting and such records shall be conclusive evidence of his appointment (b) When any new Trustee is appointed the Trustees shall ensure that any land or other property belonging to the Trust which is not vested in the Official Custodian for Charities or in a custodian trustee or a nominee is effectively vested in the persons who are the Trustees following such appointment (c) A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken by the Trustees 8 15. THE following provisions shall apply in relation to the retirement of Trustees:

		<p>(a) A Trustee may retire by giving 14 days written notice to the secretary of the Trust or if there shall be no secretary to the chairman of the Trust or if there shall be no chairman to two of the Trustees and such retirement will take effect after the notice period has expired (and if posted the notice shall be sent to the last known address or addresses of the relevant officer or Trustees by first class post and shall be deemed to have been received on the next working day) provided that no retirement shall be effective if it would cause the number of trustees to fall below two (b) A retiring Trustee is entitled to an indemnity from the continuing Trustees at the expense of the Trust in respect of any liabilities properly incurred during his trusteeship 16. THE office of a Trustee shall be vacated if a Trustee:- (i) becomes bankrupt or makes any arrangement or composition with his creditors generally (ii) becomes of unsound mind (iii) resigns his office by notice in writing or if (iv) the Trustees at a meeting at which a majority of the Trustees are present decide by a clear majority present at such meeting for a good and sufficient reason that the Trustee should not continue to hold office PROVIDED THAT such Trustee shall have been given Twenty One (21) days notice in writing notifying him of the intention to remove him as a Trustee and the reasons therefor and such Trustee shall have the right to be heard by the other Trustees before any vote is taken 17. IF AT any time the number of Trustees hereof (being individuals) shall fall below three the remaining Trustees shall not exercise any of the powers conferred upon the Trustees (save for the protection of the Trust Fund and for the carrying into effect of decisions made by the Trustees before their number fell below three and for the purpose of appointing a new Trustee or new Trustees) until such time as the number of Trustees shall be raised to three or more provided that this clause shall not apply if one of the Trustees or the Sole Trustee hereof is a Trust Corporation</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	All new trustees are given the opportunity of training on their responsibilities as trustees and on safeguarding

The charity's organisational structure and any wider network with which the charity works	Para 1.51	As above
Relationship with any related parties	Para 1.51	As above
Other		

## Reference and Administrative details

Charity name	Sevenoaks Area Youth Trust
Other name the charity uses	
Registered charity number	1090595
Charity's principal address	39 Dartford Rd. Sevenoaks TN13 3TE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Dawn Hallam	Chair		
2	Guy Knight	Line Manager		
3	Rob Marsh			
4	Angela Rigby		To 8 <sup>th</sup> May 2024	
5	Caroline Berry	Secretary	1 <sup>st</sup> January 2023 to 29 <sup>th</sup> March 2023	
6	Chris Williams			
7	Brenda Clayton		From 30 <sup>th</sup> January 2023	
8	Peter Robinson	Secretary	From 30 <sup>th</sup> January 2023	
9	Gail Villacorta		From 30 <sup>th</sup> January 2023 to 1 <sup>st</sup> April 2024	
10				
11				
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20				

## Reference and Administrative details

(cont)

Corporate trustees – names of the directors at the date the report was approved

Director name		
As Above		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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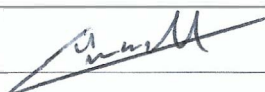
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Christopher G. Wright

Position (eg Secretary,  
Chair, etc)

Trustee

Date

6/9/24

# Sevenoaks Area Youth Trust (SAYT)

## Receipts and Payments Account for the year ended 31st December

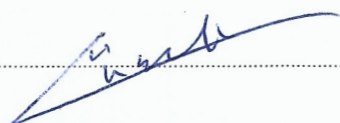
	Unrestricted funds £ 2023	Restricted funds £ 2023	Total funds £ 2023	Total funds £ 2022
<b>Receipts</b>				
Gifts from Churches	20,849	-	20,849	18,137
Gifts from Individual Donors and Trusts	18,096	2,668	20,764	7,481
Grants	0	1,000	1,000	1,000
Gift Aid	873	171	1,044	15
Interest	373	-	373	62
<b>Total Receipts</b>	<b>40,191</b>	<b>3,839</b>	<b>44,030</b>	<b>26,695</b>
<b>Payments</b>				
Salaries, NIC and Pension	34,187	287	34,474	26,216
Courses and Training	-	145	145	150
PR & Printing	-	-	-	250
Motor and Travelling Expenses	529	560	1,089	772
Insurance	881	-	881	860
Professional fees	783	-	783	1,414
IT	-	-	-	1,171
Telephone and Internet	72	-	72	66
Special Activities with Young People	2,782	2,847	5,629	2,744
Donations	0	-	0	250
Bank charges	60	-	60	81
<b>Total Payments</b>	<b>39,294</b>	<b>3,839</b>	<b>43,133</b>	<b>33,974</b>
<b>Net Receipts (Payments)</b>	<b>897</b>	<b>-</b>	<b>897</b>	<b>(7,279)</b>
<b>Cash funds brought forward</b>	<b>19,592</b>	<b>-</b>	<b>19,592</b>	<b>26,871</b>
<b>Cash funds carried forward</b>	<b>20,489</b>	<b>-</b>	<b>20,489</b>	<b>19,592</b>

## Statement of Assets and Liabilities as at 31st December 2023

	2023	2022
<b>Cash Funds</b>		
CAF Cash Account	1,476	5,004
CAF Gold Account	19,013	14,588
<b>Total Cash Funds</b>	<b>20,489</b>	<b>19,592</b>
<b>Other monetary assets</b>		
Gift Aid reclaim due	1,782	1,712
Prepayments	1,014	1,419
Salary advance	0	200
	<b>2,796</b>	<b>3,331</b>
<b>Liabilities</b>		
Accruals	244	230
Other taxes and social security	337	0
Pension contribution	330	0
Mayor's charity fund	0	1,050
	<b>911</b>	<b>1,280</b>

Signed on behalf of the Trustees

Date



25/6/2024



## **Independent examiner's report to the trustees of SAYT - Sevenoaks Area Youth Trust**

I report to the trustees on my examination of the accounts of SAYT - Sevenoaks Area Youth Trust ('the charity') for the year ended 31 December 2023.

### **Responsibilities and basis of report**

As the charity trustees of SAYT - Sevenoaks Area Youth Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

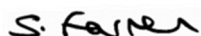
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sam Farren FCA

Sevenoaks  
12 September 2024