



WITHAM BB

FAITH IN YOUNG PEOPLE

2ND WITHAM BOYS' BRIGADE

Registered Charity No 1098237

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Annual Report 2020/21
Accounts for year ending 31st August 2021

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**INTRODUCTION TO THE TRUSTEES' REPORT AND ACCOUNTS
FOR YEAR ENDED 31ST AUGUST 2021**

Since 1972 Witham BB has been helping children and young people have **FUN**, build **FRIENDSHIPS**, understand **FAITH** and explore **FULLNESS** of life. We believe in young people and put them first in all we do, helping them to reach their full potential as they journey from childhood into adulthood.

This document includes 2nd Witham Boys' Brigade's ("Witham BB") Trustees' Report and Accounts for the year ended 31st August 2021. The basis of preparation of these documents are as per the provisions of the Charity Commission of England & Wales, for an unincorporated charity of income less than £250,000 per annum.

We would like to thank all the staff and volunteers who have enabled Witham BB to carry out its activities during the year. And we also thank all our financial supporters who have provided the resources to fund these activities.

More information can be obtained from the Witham BB offices, details of which can be found at the foot of each page.



Lorne Campbell
Chair of Trustees

22nd June 2022

**TRUSTEES' ANNUAL REPORT
FOR YEAR ENDED 31ST AUGUST 2020**

1. Reference and Administrative Information

Charity Name	2 nd Witham Boys' Brigade
Other name Charity is known by	2 nd Witham Boys' Brigade and Girls' Association Witham BB
Registered Charity Number	1098237
Correspondence Address	Witham Boys' Brigade and Girls' Association Joseph's Barn Wood End Farm Hatfield Road Witham Essex CM8 1EH
Bankers	Barclays Bank Rayleigh Essex PO Box 13, Rayleigh, Essex SS6 7AJ CAF 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
Independent Examiner	Jason Crowe
Trustees	Olatunde Biyi John Boon Lorne Campbell Kay Hunt Keith Meredith James Self Resigning Trustees (or for a portion of the year) William Kennedy Nicholas Waring Matt West

2. Structure, Governance and Management

Description of the charity's trusts

2nd Witham Boys' Brigade ("Witham BB") is a registered charity governed by a Declaration of Trust dated 28th March, 2003 (but has been operating since September 1972).

New trustees are appointed by the Board of Trustees when appropriate. Suitable candidates are considered on the basis of their skills, experience and sympathy with the aims of the Charity. New trustees have the opportunity of reviewing appropriate documents including the accounts as part of their induction process.

Additional governance issues

The trustees of Witham BB are charged with the management and supervision of the affairs of the Charity:

- To bring an independent judgement to bear on issues of strategy, performance and resources; and observe the highest standards of integrity, confidentiality and objectivity;
- To act in good faith in the interests of Witham BBGA and its members and in the public interest, exercise due care and diligence, and contribute expertise and experience to the work of the Trustees;
- To promote the reputation and standing of Witham BB;
- To administer the organisation and all its assets in the interest of current, potential and future beneficiaries.

The trustees have ensured that all activities throughout the period have been in the interest of public benefit. The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

Witham BB has continued the process of assessing risk and implementing risk management strategies. Each board meeting considers the main risks facing the charity, and the trustees consider that the 2 main risks to be safeguarding of our young people, and financial sustainability of the charity.

The staff team consists of: a Programme Director position to oversee the operations of the programme and supports the development of the charity, a part-time finance and a part-time schools worker.

Paid staff positions remain at three for this year, although all positions are now part-time. A Programme Director position oversees the operations of the programme and supports the development of the charity. The Programme and Sports worker is now a quarter-time position and the School's Worker continues to be part time in keeping with available funds. The schools work was merged from CYO Braintree District Trust in January 2015.

Witham BB is a Member of The Boys' Brigade, the UK charity co-ordinating and supporting all Boys Brigade activities in the UK. Witham BB is an associate centre of Shift Youth & Community (formerly known as Fusion Youth & Community).

Lorne Campbell (Trustee) continues as a Special Constable and continues to be the manager of the Newlands Shopping Centre and Kay Hunt (Trustee) is an employee of Maltings & Rickstones Academy, who we work with in our schools work programmes. Otherwise there are no related party interests amongst the trustees. Trustees are asked to declare any conflicts of interest, and excuse themselves from discussions where a conflict arises.

3. Objectives and activities

Objectives of the Charity

The advancement of Christ's kingdom among young people and the promotion of habits of obedience, reverence, discipline, self respect and all that tends towards a true Christian lifestyle.

- by helping and assisting young people through their leisure time activities so to develop their physical, mental and spiritual capacities in accordance with Christian religion,
- that they may grow to full maturity as individuals
- and members of society
- and that their conditions of life may be improved
- and in so far as they are consistent with the primary purpose for the purposes of a boys brigade
- and such lawful and charitable purposes in furtherance of the above, as shall from time to time be agreed by the trustees

Witham BB believes in helping children and young people have **FUN**, build **FRIENDSHIPS**, understand **FAITH** and explore **FULLNESS** of life. We believe in young people and put them first in all we do, helping them to reach their full potential as they journey from childhood into adulthood.

Our **2020 Vision** is that Witham BB, through its programme of youth and children's work, aims to create confident, capable, articulate and experienced young people who are aware of local challenges and opportunities with the knowledge, contacts, health and base skills to irrepressibly and lead the future of both their own lives and the life of Witham. The results of this directed vision has resulted in a noteworthy number of young people completing the programme, having built those skills and been recognised in various ways by the local BB organisation and through recognition in the national BB organisation's various award schemes. The next vision for Witham BB will be developed during and following our 50th Anniversary year and beyond which begins in September of 2022.

Review of the activities

The following is a summary of the activities undertaken for the public benefit in relation to the objects stated above. As noted in section 2., the trustees have taken due regard to ensure that its activities are for the public benefit.

PROGRAMME

Witham BB continues to deploy four age and stage appropriate programmes for children and young people as we have in years past. The notable exception this year was the continued response to and the phased emergence from the Covid-19 Global Pandemic. This was accomplished in keeping with government restrictions and guidance from the National Office of the Boys' Brigade & Girls' Association. Programmes began to resume more normal operations this, although over-nights, residentials, and international exchange trips (key components of our programming) were not yet feasible.

Pandemic programming involved weekly zoom meetings initially, with challenges and activities provided by staff according to BBHQ guidance. We utilised #BBATHOME materials from the national Boys' Brigade office as well as materials developed by us for use with zoom meetings when needed.

The majority of the **Anchors** (5-8 year olds) programme in 2020/21 was focused on having fun and making friends; playing games, making crafts and cooking. Additionally, the Four F's (Fun, Friendship, Faith and Fullness of Life) were the focus of programmes throughout the term. Crafts and interactive games are a highlight of the Anchor experience each week. The programme looks to grow and develop young people's fine motor skills, interpersonal skills and provide them with an enjoyable weekly evening activity.

This year's **Juniors** (8-11 year olds) programme continue to focus strongly on the 4 values of Witham BB. Fun, Friendship, Faith & Fullness. At Juniors however, they begin to introduce an awards Structure and badgework. All of the young people got to take part in lots of sports, games, crafts and various outings. The 101 Things to do before you are 12 programme remains a signature activity

throughout the year with young people working towards completing the programme. As a result it is now a nightly feature.

Company Section (11-15 year olds) this year focused on a format of Skills Nights (where each squad of boys got to learn a new skill and rotated between the 4 new skills each term. This resulted in significant progress for each boy towards the badgework scheme. Other nights were focused on sport with squads competing at and rotating through a wide variety of sports (basketball, volleyball, badminton, bench ball, table tennis, football, hockey, etc.). In addition, there were Programme nights, and went on outings, a residential and overnights. This new programme format significantly increases the opportunities for young people to learn new skills and progress through the Boys' Brigade Badgework Scheme. The BB&GA nationally is developing a new badgework and programme scheme which will be brought online when it is available and Witham BB&GA has determined how best to incorporate it into our existing programme to optimise opportunities for young people.

The **Seniors** (15 – 19+ year olds) group is a well-established group of young people who are quite self-directed and, under the guidance of a few volunteers regularly plan and execute weekly programmes for themselves on Friday nights. Jack Coles is in charge of the Senior programme. We are pleased with the numbers and enthusiasm in this group.

Schools

The aim of the schools' work is to present Christianity as a living, culturally relevant and interesting faith through assemblies, lunch clubs, RE lessons and personal example.

Our schools work consists of regular activities and some 'special' events.

Due to the global pandemic and restrictions in local schools, our schools worker, programme director, and a subset of trustees worked to define the scope, identify the needs in local schools and expand opportunities for the CYO (Christian Youth Outreach) programme which Witham BB&GA has taken onboard since 2015. More information on the redevelopment of this programme will be incorporated into the 2021/22 Charity Commission Report as the details are finalised and the programme relaunches in person with area schools.

Sports

Drop in sports has been, and continues to be, a very popular format for engaging young people. The sessions, when we were able to run them were well attended and generally the young people are very enthusiastic. There are more than 90 different young people who have come along throughout the year. Drop-In Sports were resumed in September as outdoor activities were once again allowed by government and national BB guidance.

Funding for Drop-In has been secured to allow for the rebooting of the programme in September 2020 with fund in place to keep the programme operating through to September of 2022.

Cycling is a key element of the BB Programme and is the focus of our annual Le Tour de Witham cycling event. Covid restrictions allowed the event to resume this year and we enjoyed getting back to having this event back in the Witham community.

Youth and Community

Much of our Youth & Community was impacted by Covid Restrictions last year, however, small groups of volunteers were able to get some critical improvements made that will be key to facilitating programming in years to come. We are excited to have young people retiring to upgraded facilities.

The programme at Peter's Vale, Twinstead, is seeing continued development of our plans for a potable water supply are being developed as well as a bouldering wall is still being constructed. There is a continued need to address funding for maintenance and upkeep of the existing boardwalk as it is getting to the end of its expected life-span.

The international programme remained suspended due to Covid-19 and the associated restrictions on international travel. The summer visit from the Neenah-Menasha, Wisconsin USA Brigade has been cancelled for 2021. We hope to host a group from the USA in 2023.

We are heavily dependent upon the services of unpaid members to deliver front line children's and youth work in Witham. All of the trustees are volunteers who freely give of their time, and are greatly appreciated. Witham BB could not do a fraction of what it does without the amazing help of the volunteers, and of the staff who constantly go the extra mile. Thank you!

Witham BB does not make grants.

4. Achievements and performance, and future developments

Programme

Nine of our members completed their President's Badge this year and eight will be starting work on their "Queen's Badge" which is the highest award a young person can achieve in the Boys' Brigade. This award takes about 18 months of focused effort to achieve. The Jack Petchey Award scheme was part suspended this year due to restrictions therefore only two were awarded this year.

Harder to quantify is the personal development of many of our young people, as they grow in confidence and get involved in leadership, which will stand them well as they grow into young adults.

Schools

CYO is being studied, input sought from local churches and schools for redeployment in 2022.

Sports

Our Sports activities sees us reach out into all corners of Witham and engage with young people who would not otherwise come into contact with Witham BB. Through sports development we are able to provide an opportunity for young people to get fit and work as teams.

Our cycling event, Tour de Witham, is now an established date in the Witham calendar. We were glad to be able to restart this event when the restrictions on such events were lifted.

Future developments

As is the case with all grass-roots youth charities, Witham BB is working in a financial environment where funding is ever harder to find. We have had to reduce our staffing headcount and activities in order to balance the budget. However, our focus is still on our core programming and the completion of our 2020 vision.

Our Programme activities will build on the current success and try and attract more young people to the groups through a variety of activities run on a weekly basis.

During the next year we will build on the work we have developed in our Schools Work. We will work on the cross over between all the areas of our work - schools and BB programme. We will try to build stronger relationships with the local churches through better communication.

Our Sports and Youth & Community work will continue through established funders, building on the success of previous years.

In all of this we look to build around our strap line of having Faith in Young People.

5. Financial review

It is the trustees' intention to work towards maintaining an unrestricted fund at least equivalent to six months operation expenditure to enable them to manage volatility of income and to respond quickly to appeals for significant support where appropriate, the timing of which is unpredictable.

No funds are materially in deficit as of 31st August 2021, though funding administrative overhead and paid staff salaries and benefits is a significant challenge. These expenditures are essential to maintaining key levels of volunteer and organisational support.

The trustees' commitment to achieving a balanced budget is being actively pursued. The Board of Trustees work hard to review income options, seek funding and monitor out going expenses. Witham BB is grateful for the financial, and other, support received from the following organisations over the years:

Active Essex	A Gallagher Fund	Awards for All
Braintree 360	Braintree District Council	Co-Op Foundation
Charles S French Charitable Trust	Essex Community Foundation	Essex County Council
Ebenezer Trust	FSJ Charities	Fusion Lifestyle
Hedley Foundation	Jack Petchey Foundation	Maltings Academy
New Rickstones Academy	Pleshey Trust	Rimshot charitable Trust
Ripley Trust	Sport England	Sported
Tesco Community Grants	Tom Amos Charity	Tudwick Foundation
Walter Farthing Trust	Witham Town Council	Witham Town Team
Witham United Reformed Church		

We are also greatly indebted to the individuals within our community who support us financially.

Our income for the year was £57,384 (2019/20: £59,959), with £40,913 relating to restricted funds. Our expenditure was £55,286 (2019/20: £59,474), with £44,151 relating to restricted funds. Overall, we had a modest surplus of £2,098 (2019/20: £485 surplus) with total funds of £51,828 at year end (2019/20: £49,730). Of the £51,828 total funds, £39,552 were restricted. This is due in large part to conscientious management of expenditures and focussing expenses on core programming with direct impact on young people in Witham and nearby communities.

The market value of the Witham BBGA's freehold properties is estimated to be £75,000 as disclosed in these financial statements.

6. Other optional information

Health and Safety Statement

Under the Health and Safety at Work Act 1974, an employer has the duty to prepare a written policy statement. In general, the same health and safety standards should be applied to voluntary workers as they would to employees exposed to the same risk.

Health and Safety Statement

We have undertaken to follow the Health and Safety statement and following Guidelines laid down by The Boys' Brigade nationally (Safety Handbook). We seek to indicate our responsibilities in that Health and Safety Policy, which is to be reviewed annually. Ultimate responsibility for Health and Safety in its various undertakings rests with the Trustees. However, particular responsibilities have been delegated to senior leaders within their area of operation. This statement seeks to confirm the response to Health and Safety by The Boys' Brigade with regard to its various activities.

Health

We will, so far as is reasonably practical, seek to ensure that those who are employed by the organisation or who act as volunteers are fit for the tasks they will undertake. It will seek to ensure that any reasonable alterations, which can be made, are made to enable Witham BBGA to meet its duties as employers under the Disability Discrimination Act 1995 and as service providers under the Disability Discrimination Act 2005 with regard to people with disabilities.

Safety

Witham BB seeks to meet its duties under the Management of Health and Safety at Work Regulations 1999. For those tasks directly under the control of Witham BBGA, Witham BBGA undertakes the necessary risk assessments and where reasonably practical, implements any appropriate controls. Training and information will be provided to ensure that those at risk are made aware.

Accident Reporting

Witham BB seeks to ensure that staff and volunteers are aware of the need to report all accidents and dangerous occurrences to Witham BB office, without delay, following any accident or occurrence. The requirement for reporting accidents is set out in the Staff Handbook and the Safety Handbook section 6. Witham BB will, if required, report to BB Headquarters and on under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Safeguarding

Witham BB takes its duties under the Children Act 1989 seriously and has appropriate procedures and staff appointed to meet its duties under the 1989 Act. If a reasonable suspicion is raised about the protection of a child under the age of 18 years, Witham BB will undertake its duties using its procedures.

The Boys' Brigade has a policy to vet all those who have the responsibilities for the care of children within areas of its responsibilities to comply with the Protection of Children Act 1999. Witham BB follows the policy set out by The Boys' Brigade in 'BB Safeguarding Policy and Procedures'

7. Declaration

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

Signed on behalf of the charity's trustees by



Lorne Campbell
Chair of Trustees

22nd June 2021

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees of 2nd Witham Boys' Brigade

On accounts for the year ended 31st August 2021

Charity number 1098237

Set out on pages 13 – 17 of this document

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name Jason Crowe
14th June 2022

ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020

STATEMENT OF RECEIPTS AND PAYMENTS

		2021	2021	2021	2021	2020
		Unrestricted	Restricted	Designated	Total	Total
		Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£
Receipts						
Voluntary receipts	2a	8,403	7,305	66	28,026	288,025
Fundraising activities	2b	0	130	0	130	0
Charitable activities	2c	7,795	33,228	131	41,154	31,215
Investments	2d	0	0	0	0	0
Other receipts	2e	76	250	0	326	720
Total receipts		16,274	40,913	197	57,384	54,960
Payments						
Fundraising costs	2f	0	0	0	0	0
Charitable activities costs	2g	10,199	44,151	936	55,286	59,475
Total payments		10,199	44,151	936	55,286	59,475
Excess of receipts over payments		6,075	(3,238)	(739)	2,098	485
Transfers between funds		0	0	0	0	0
Cash funds last year end		2,838	42,790	4,102	49,730	49,245
Cash funds this year end		8,913	39,552	3,363	51,828	49,730

STATEMENT OF ASSETS AND LIABILITIES

	2021	2021	2021	2021	2020
	Unrestricted	Restricted	Designated	Total	Total
	Funds	Funds	Funds	Funds	Funds

2nd Witham Boys' Brigade and Girls' Association, Part of Witham's Life Since 1972

	£	£	£	£	£
Cash funds					
Current account	2,796	0	0	2,796	1,971
Deposit account	6,117	39,552	3,363	49,032	47,759
Total cash funds	8,913	39,552	3,363	51,828	49,730
Assets retained for Boys' Brigade	5			75,000	75,000

Approved by the Board of Trustees on 22nd June 2021
and signed on behalf of the Board by


Lorne Campbell
Chair of Trustees

ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020 (cont.)

Notes to the Accounts

1. Basis of preparation of accounts

These accounts have been prepared on the Receipts and Payments basis, as the charity is unincorporated and has income less than £250,000.

2. Receipts and Payments analysis

	2021	2021	2021	2021	2020
	Unrestricted	Restricted	Designated	Total	Total
	Funds	Funds	Funds	Funds	Funds
	£	£	£	£	£
a. Voluntary receipts					
Subscriptions	5,354	0	0	5,354	6,110
Donations and Grants	3,049	7,305	66	10,420	17,414
Gift Aid tax reclaims	0	0	0	0	4,501
	8,403	7,305	66	15,774	28,025
b. Fundraising activities					
Fundraising income	0	130	0	130	0
c. Charitable activities					
Event income	0	(471)	0	(471)	5,506
Core funding grants	7,795	33,699	0	41,494	25,360
Training	0	0	0	0	0
Uniform & Tuck	65	0	131	131	349
	7,795	33,228	131	41,154	31,215
d. Investments	0	0	0	0	0
e. Other receipts	76	250	0	326	720
Total receipts	16,274	40,913	197	37,384	59,960
f. Fund Raising costs	0	0	0	0	0
g. Charitable activities costs					

2nd Witham Boys' Brigade and Girls' Association, Part of Witham's Life Since 1972

Gifts & Donations	0	0	0	0	0
Salaries including NI & payroll	2,750	13,556	0	16,305	15,670
Professional Fees	268	4,843	0	5,111	3,679
Other Payroll Cost	0	899	0	899	915
Rent – Office & Unit	1,318	10,338	500	12,156	14,280
Premises Insurance	1,539	0	0	1,539	946
Heat & Light	572	222	223	1,016	1,120
Water	105	0	0	105	121
Boys' Brigade Subscriptions	1,903	0	0	1,903	2,620
Volunteer expenses	60	3,370	0	3,429	8,472
Building repair & services	214	77	0	291	219
Office expenses	0	79	0	79	140
Telephone	639	460	0	1,099	1,028
Postage	16	0	0	16	53
Equipment purchase	192	6,732	0	6,925	2,874
Travel costs	179	603	0	782	2,326
Materials costs	426	2,236	0	2,662	2,158
Uniform & Tuck	0	0	213	213	386
Event costs	0	178	0	178	1,979
Training	0	10	0	10	112
Watersports	0	264	0	264	(69)
Gifts to individuals	20	285	0	305	30
Gifts to institutions	0	0	0	0	419
	10,199	44,151	936	55,286	59,475

ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2020 (cont.)

Notes to the Accounts (cont.)

3. Fund movements

The table below analyses the movement in unrestricted, designated and restricted funds during the year.

2021	2021	2021	2021	2021
Opening	Incoming	Outgoing	Transfers	Closing
Balance	Funds	Funds		Balance
£	£	£	£	£

2nd Witham Boys' Brigade and Girls' Association, Part of Witham's Life Since 1972

Unrestricted funds	2,838	16,274	(10,199)	0	8,913
Designated funds	4,102	197	(936)	0	3,363
Restricted funds					
a. CEO support	8,659	1,130	(11,649)	0	(1,860)
b. Schools work	8,310	5,415	(4,927)	0	8,798
c. Twinstead	7,352	8,290	(5,847)	500	10,295
d. Sports	5,325	1,317	(2,141)	0	4,501
e. Youth and community	1,837	11,001	(2,450)	0	10,388
f. Boys Brigade activities	11,307	13,760	(17,137)	(500)	7,430
Total restricted funds	42,790	40,913	(44,151)	0	39,552
Total funds	49,730	57,384	(55,284)	0	51,828

Witham BB maintains a financial ledger which accounts for financial transactions by each fund, to allow the tracking of grants and other restricted income. The breakdown of restricted fund given above is further broken down by funder in the financial ledgers.

4. Fixed Assets

Fixed assets retained for Witham BB use include a unit at 184 Enterprise Court, Eastways, Witham CM8 3YS. The year-end value of the unit is estimated, by the Trustees, to be £75,000. Fixed assets also include a powerboat valued at £2,500. Other fixed assets recognised but not valued in the Statement of Assets and Liabilities include:

- Land held by Declaration of Trust to The Boys' Brigade UK for Witham BB's sole use;
- Office equipment;
- Canoe trailer and canoes;
- Bike trailer & bikes
- Kitchen Container
- Sports equipment;
- Camping equipment;
- Technology equipment (including 3D printers, cameras, video equipment)
- Minibus