

Buckfastleigh Community Development Project

ANNUAL REPORT AND RECEIPT AND PAYMENT ACCOUNTS

YEAR ENDED 31 MARCH 2023



Buckfastleigh Community Development Project

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Buckfastleigh Community Development Project

REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2023

Trustees

Tegan Hubbard-Clegg (Co Chair from November 2022)
Sophie Walker-Haworth (from October 2022, Chair until January 2023)
Karina Clegg
Natalie Clark (Co Chair from January 2023)
Fanny Jackson
Jenna Scholz (Treasurer)
Johnny Thwaites

Charity registered number

1101187

Principal office

Victoria Park Lodge
Plymouth Road
Buckfastleigh
Devon
TQ11 0AB

Accountants

Griffin Chartered Accountants
Courtenay House
Pynes Hill
Exeter
EX2 5AZ

Bankers

Lloyds Bank

Buckfastleigh Community Development Project

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Introduction

The last few years have been exceptionally challenging and exciting in equal measure for both us as an organisation and for the young people who have accessed our services. It has been a time of change and adjustment through which we as a Trust have sought to renew our services to best support the young people of our community face the challenges arising from the Pandemic and the cost-of-living crisis.

We met these challenges head on, and, following consultation with our community and young people, were thrilled to launch our five-year strategic plan for both the organisation and The Bungalow Youth Project. This process allowed us to clearly identify the strengths of our organisation and be ambitious for its future. These ambitions are in part owed to our dedicated staff and volunteer team who have grown with us throughout this year and delivered exceptional service. As a Trust we are grateful for their unwavering commitment to both the service itself and the young people of the community.

It has also been a year of opportunity, culminating in our successful National Lottery Community Fund bid. This funding secures the Trust's capacity to continue to collaborate with our youth community so that with them we can build a strong, sustainable service born out of their hopes and aspirations for their future.

We are looking forward to our continued growth in the coming year.

Natalie Clark

20/12/2023

Natalie Clark
Chair of Trustees

Buckfastleigh Community Development Project

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023



Objectives and Activities

Buckfastleigh Community Development Project (Trust) is a voluntary organisation which represents the community of Buckfastleigh and the surrounding area and manages the Bungalow Youth Project. The project offers a safe, warm, and welcoming environment for young people to access advice and guidance on issues that affect them as well as a place for them to go during their leisure time. The project helps young people to become positive members of the local community.

Buckfastleigh Community Development Project (Trust) works closely with other agencies including the health, police, and education services to ensure a holistic approach to youth development.

Our key objectives include:

- Supporting local community initiatives: We actively engage with local individuals, groups, and organisations to foster collaborative and inclusive actions that drive positive change within our community.
- Building organisation resilience: We strive to grow as a robust and valued organisation capable of withstanding challenges while continuing to serve our community effectively.
- Youth-led services: We are committed to offering youth-led, responsive youth services that cater to the unique needs of young people.
- Learning and personal empowerment: We develop a wide-ranging programme that offers learning and personal growth opportunities to young individuals.
- Empowering young agents of change: Our aim is to empower young people to take an active role in shaping their community and extending their impact beyond its boundaries.

In January 2023 we unveiled a comprehensive five-year strategy that provides clarity regarding our identity and strengths, enabling us to work more effectively toward our mission.

Buckfastleigh Community Development Project

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023



Achievements and Performance

In our mission to empower and support young people, we faced two major challenges during this year:

- Securing vital funding for youth services: This financial year presented obstacles in our fundraising efforts due to economic uncertainties, shifting priorities, and heightened competition for limited resources. Despite our dedication to delivering high quality programmes and resources, we encountered budgetary shortfalls that affected our ability to reach as many young people as we aimed for.
- Ensuring a consistent presence of youth workers: Maintaining a consistent presence of youth workers throughout the year posed another pressing challenge. Our dedicated youth workers play a pivotal role in mentoring, guiding, and empowering the young people we serve. However, resource limitations led to difficulties in maintaining a stable team, impacting programme continuity and effectiveness.

Despite these challenges, our organisation demonstrated unwavering commitment to the youth community. We adapted our strategies, optimised resources, and sought innovative solutions to address these pressing issues. We are delighted to share that, toward the end of our financial year, we secured a substantial fund from The National Lottery Community Fund, providing a much-needed boost to our operations.

This significant fund has revitalised our organisation, allowing us not only to address immediate funding constraints but also to plan for sustainable growth and impact in the coming years. It has rejuvenated our efforts to recruit and retain dedicated youth workers, ensuring a consistent and dependable presence for the young people who rely on our services.

As we look ahead, we acknowledge the continued work required to ensure the long-term sustainability of our organisation and the welfare of the youth we serve. We are actively expanding our programmes and enhancing our community engagement. We remain diligent stewards of entrusted resources, ensuring their effective channelling to fulfil our mission.

We extend our thanks to our supporters, volunteers, staff, and stakeholders who stood by us during the challenging times and made this remarkable turning point possible.

Buckfastleigh Community Development Project

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Our activities encompass:

- healthy cooking,
- sport,
- music,
- art,
- skills development,
- career pathways.

Our youth work is led by young people themselves, providing a space for them to call their own. Through strategic consultations with young people, we identified intended outcomes for them to work toward during the year, including improving social and emotional skills, physical and mental well-being, access to opportunities and learning, fostering positive relationships, making informed lifestyle choices, and feeling safe and respected.

2022-2023 Bungalow Youth Project Programme:

- Girls Night (11-19 years) Monday evening
- Mixed open access (11-19) Tuesday evening
- Boys Night (11-19) Wednesday evening
- Junior Night (11-13) Thursday evening
- Senior Night (13-19) Friday evening

Programme Achievements:

- Operated 5 nights a week, 48 weeks a year
- Increasing female engagement
- Served 2,400 meals throughout the year
- Grew membership
- Conducted targeted sessions guided by youth engagement
- Continued training of young people to become qualified Youth Workers
- Actively engaged with the community



With renewed determination and a rekindled sense of purpose, we are confident that together, we will create a brighter future for the youth we serve.

Buckfastleigh Community Development Project

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2023

Financial Review

This year presented considerable challenges and uncertainties regarding the future of the charity. However, there was excellent news with the award of a lottery grant for three years, starting in December 2022. By this time, our reserves had been fully depleted, leaving the charity with no free reserves. Nevertheless, we are making efforts to rebuild our reserves now that the stability of the Bungalow Youth Project is assured. During the year, the charity received income totalling £97,311 and incurred outgoings amounting to £81,180.

Structure, Governance and Management

Constitution

Buckfastleigh Community Development Project (Trust) is a registered charity, governed by a constitution dated 19 December 2002, amended on 21 November 2003.

Method of Appointment or Election of Trustees

Trustees are appointed or reappointed annually at the Annual General meeting. All the Trustees give their time voluntarily and receive no remuneration or other benefit for their work as Trustees.

Fanny Jackson stood down as Chair on 30 July 2021 to take on the role of interim director of the charity. This is due to end in December 2023, when Fanny will resume her position as Chair.

Organisation, Structure and Decision Making

The Trustees meet regularly. At each meeting the Trustees consider reports on the activities and performance of the Bungalow Youth Project and make decisions relating to operations and strategy.

In adherence to our commitment to transparency, it is important to note a unique aspect of our Trustee Board composition. One of our Trustees holds a relationship with our employed charity director, being their partner. Maintaining impartiality and ensuring the highest standards of ethical conduct, this Trustee voluntarily refrains from participating in any voting processes related to financial decisions concerning the role of the Charity Director. Upholding the principles of fairness, accountability, and governance within our organisation.

The Trustees' report was approved by order of the Board of Trustees, as the company directors, on and signed on its behalf by:

Natalie Clark

20/12/2023

Natalie Clark
Chair of Trustees

Buckfastleigh Community Development Project

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BUCKFASTLEIGH COMMUNITY DEVELOPMENT PROJECT

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 8 and 9.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees, 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 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 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 giving 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; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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.

Signed:



Dated: 22/12/23

Laura Waycott FCA
Griffin
Chartered Accountants
Pynes Hill
Exeter
EX2 5AZ

Buckfastleigh Community Development Project

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Receipts				
Donations	8,168	1,000	9,168	4,625
Gift Aid	395	0	395	467
Grants	250	85,947	86,197	39,450
Interest Income	52	0	52	0
Other Revenue	1,500	0	1,500	72
Coronavirus job scheme	0	0		4,717
Total Receipts	10,365	86,947	97,312	49,331
Payments				
Staff salaries	7,748	32,374	40,122	32,693
Insurance	919	558	1,477	1,184
Utilities	919	1,003	1,922	1,444
Phone and internet	396	396	792	821
Club expenses	786	4,981	5,767	5,832
Recruitment and training	119	295	414	908
Office costs	72	70	142	1,883
Rent	139	1,524	1,663	1,662
Legal and professional	2,616	0	2,616	1,514
Interim director fees	16,450	1,000	17,450	14,462
Counselling fees	1,242	1,162	2,404	2,894
IT software	-320	0	-320	1,920
Bad debt write off	0	119	119	0
Pensions contributions	49	272	321	0
Subscriptions	283	100	383	0
Accountancy	1,696	778	2,474	0
Staff Travel/Welfare	82	6	88	0
Cleaning and Maintenance	2,225	498	2,723	0
General	222	404	626	0
Property Costs	0	0	0	1,339
Strategic Review	0	0	0	1,500
Total Expenses	35,643	45,540	81,183	70,056
Surplus	-25,278	41,407	16,129	-20,725

Buckfastleigh Community Development Project

STATEMENT OF ASSETS AND LIABILITIES FOR THE YEAR ENDED 31 MARCH 2023

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Cash Funds	- 2,655	46,462	43,807	27,677
TOTAL ASSETS	- 2,655	46,462	43,807	27,677

At the year end, a deficit of unrestricted funds was held by the charity. This issue has now been resolved and, at the date of signing, the charity holds a surplus position on unrestricted funds.

The accounts were approved by the Trustees on 20.12.2023 and signed on their behalf by:

Natalie Clark

20/12/2023

Natalie Clark
Chair of Trustees

SIGNATURE CERTIFICATE



REFERENCE NUMBER
5B830756-E92D-4A97-9FB7-1188470BDB60

TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number 5B830756-E92D-4A97-9FB7-1188470BDB60	Document Name Buckfastleigh Community Development Project - Full Accounts 2023
Transaction Type Signature Request	Filename Buckfastleigh_Community_Development_Project_-_Full_Accounts_2023.pdf
Sent At 14/12/2023 12:01 EET	Pages 11 pages
Executed At 20/12/2023 16:59 EET	Content Type application/pdf
Identity Method email	File Size 458 KB
Distribution Method email	Original Checksum 8e21c6a250b5090764f52b9ae5d1b33acfb58d31625e5403a02212db81a199d4
Signed Checksum d1edd1c56a630e1b07be8407bf125ecc887dce19b6c727a54330d5d27b8e428d0	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Natalie Clark	Status signed	Viewed At 20/12/2023 16:58 EET
Email natalie.clark@kingedwardvi.org.uk	Multi-factor Digital Fingerprint Checksum 96cd522150e89b13b8ee8800d8b77e4b93a9042ef75e0f082000a76c05fd61a8	Identity Authenticated At 20/12/2023 16:59 EET
Components 4	IP Address 90.254.85.99	Signed At 20/12/2023 16:59 EET
	Device Microsoft Edge via Windows	
	Typed Signature 	
	Signature Reference ID C299298D	

AUDITS

TIMESTAMP	AUDIT
14/12/2023 12:01 EET	Katy de Looze (katy@griffinaccountancy.co.uk) created document 'Buckfastleigh_Community_Development_Project_-_Full_Accounts_2023.pdf' on Chrome via Windows from 185.253.179.97.
14/12/2023 12:01 EET	Natalie Clark (natalie.clark@kingedwardvi.org.uk) was emailed a link to sign.
20/12/2023 16:58 EET	Natalie Clark (natalie.clark@kingedwardvi.org.uk) viewed the document on Microsoft Edge via Windows from 90.254.85.99.
20/12/2023 16:59 EET	Natalie Clark (natalie.clark@kingedwardvi.org.uk) authenticated via email on Microsoft Edge via Windows from 90.254.85.99.
20/12/2023 16:59 EET	Natalie Clark (natalie.clark@kingedwardvi.org.uk) signed the document on Microsoft Edge via Windows from 90.254.85.99.