



Underground Youth Centre  
Memorial Hall, Church Walk, King's Cliffe,  
Peterborough. PE8 6XD  
01780 470125  
Registered Charity Number - 1134410

Annual Report - 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020

**List of Trustees**

Eve Copeland

Richard Michael Luff (retired during the year)

Jeanne Atkinson

Rupert Hellard (appointed during the year- retired at AGM due to re-location)

**Structure, Governance and Management**

Constitution revised in March 2021 – See appendix A

**Summary of the objects**

The objective of our organisation is to provide activities and services to 0-18 year old's and their families/guardians. To provide a venue for the direct benefit of the young community, through the development of their physical and mental wellbeing. To provide a safe space to address issues surrounding rural isolation.

**Main activities in relation to these objects**

Provision of recreational and educational facilities for 0-18 year olds and their families within the catchment area of the Prince William School. Provision includes youth club sessions in the evening and sessions for younger children with parents during the day.

# **Chairperson's Report**

## **Summary**

We started the year well and on a sure financial footing. We opened a new CREATE session in Kings Cliffe and Messy Play at Warmington. Our events continued throughout the Autumn and we added a new fundraising Wine Tasting event which was a great success.

We were looking forward to the new year after a bright redecoration programme in January, but unfortunately our optimism and enthusiasm was short lived with the arrival of Covid-19, we closed our doors in March 2019 and have yet to re-open.

## **Progress against Vision and Strategy**

During our open months we offered activities in Kings Cliffe and the surrounding community and have maintained our strong reputation in all these areas.

## **Performance**

We held a virtual Duck Race in July which, whilst not as profitable as previous years, was well supported by the local community.

Unfortunately, due to COVID-19 restrictions we were unable to build on the success of last year's summer camp.

In the months we were open, we have received constant support from our volunteers, and we are truly grateful of the way people continue to devote so much of their own time to deliver the events for our young people.

## **People**

During the months we were open Katy and her team continued to undertake inspiring work for our young people and their families.

## **Outlook for the next 12 months**

We look forward to being able to open our doors again and continue our fundraising efforts and, with continued hard work, we hope to be able to minimise the financial impacts of COVID-19. We are hoping to make some improvements to the Underground venue and will be discussing these with our landlord.

Our support and commitment for our young people and their families from our team, volunteers, and the local community will remain our mission.

**Jeanne Atkinson**  
**May 2021**



## Development Manager Report

Whilst Underground undoubtedly suffered tremendous losses due to COVID-19 in the latter half of this reporting period, the earlier part of the year was one of new ventures for the charity whilst continuing to deliver our ongoing timetable of activities and services.

Across the year, our volunteer teams have continued to be committed and dependable in helping us to deliver our programme of activities and services to 0-18's and their families. We welcomed a new cohort of teenage helpers and they have been an asset to us at youth club and with events.

Underground has continued to provide a venue to the Health Visitor and Social Services plus a weekly Rainbows group.

In September 2019 we launched a new CREATE session for Reception to Yr 2 children. This club was designed to be a bridge between our pre-school Messy Play and Youth Club and has been an overwhelming success with big attendances and positive feedback.

October 2019 saw us develop a new Messy Play session in Warmington. Following in the success of our Messy Play at King's Cliffe our Warmington session was well received by parents and children in the Oundle area with good attendance, new volunteers, and a growing relationship with the village.

October saw us deliver our annual Halloween Snacktacular event to 54 children. This event continues to be much loved and the teenage helpers who are always invaluable at this time proved to be a huge asset to us.

November saw us deliver an evening of Wine Tasting as a fundraising event. This was a new event in our schedule and was so popular that it will now become a regular feature in our fundraising calendar. The event proved popular across age groups and was a good way for us to involve sections of the community that would not normally engage with Underground activities.

In December we started the month with our annual Lunch with Santa event. Thanks to a donation from the Ladies Round Table, we expanded the event to include a magician, and this gave an extra boost to an already popular event for children aged 0-6 years.

January 2020 saw us close the Centre in King's Cliffe temporarily for re-decoration. This was undertaken by the local community service volunteers' team and they proved to be a great help to us.

Sadly, March saw us close the doors to groups and activities due to the COVID-19 pandemic but our attention turned to fundraising activities and we have continued to be supported by our local community with grants and donations.

We look forward to being able to resume our activities and continue with our development over the coming year.

Katy Weeks  
Development Manager

## **Financial results**

We are pleased to report a year of generating a surplus of funds despite the issues experienced as a result of the COVID-19 pandemic.

Given our current reserves, we are now reviewing how these additional funds can be invested into the setting and where we can make changes to our budgets going forward.

Our principal source of funds continues to come from charitable donations and fundraising, and we must continue to work hard to raise the necessary funds each year to continue to offer our great services. During the year we have been in receipt of the Government Furlough scheme whilst our activities were unable to operate.

**Jeanne Atkinson**  
**Chair of Trustees**  
**May 2021**


# Underground Youth Centre

Registered Charity Number – 1134410

## Financial Statements for the year ended 31<sup>st</sup> August 2020

	2020 £	2019 £
<b><u>Receipts</u></b>		
Youth Club activities	4,307	7,908
Fund raising activities	3,181	14,981
Grants	28,333	8,000
Local Council Contributions	0	2,000
Donations	8,397	11,421
Other income	425	1,074
<b>Total Receipts</b>	<b>44,643</b>	<b>45,384</b>
<b><u>Payments</u></b>		
General payments	3,339	5,093
Premises	6,894	7,005
Staffing costs	22,859	16,932
Fundraising costs	1,334	3,498
Other organisational costs	1,185	952
<b>Total Payments</b>	<b>35,611</b>	<b>33,480</b>
 Surplus for the year	 9,032	 11,904
Balance brought forward	33,461	21,557
Balance carried forward	42,493	33,461
 <b><u>Statement of Assets</u></b>	 2020 £	 2019 £
Cash at bank	42,129	32,367
Cash in hand	364	1,094
<b>Total assets</b>	<b>42,493</b>	<b>33,461</b>

Approved by the Trustees on 29/3/21.... and signed on their behalf by:

  
.....

Jeanne Atkinson (Chair)



## **Independent examiners report to the trustees of Underground Youth Centre**

I report on the accounts for the year ended 31 August 2020 which are set out on page 5.

### **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.

Richard Dixon FCCA

Sawtry  
Huntingdon  
Cambs

## **Appendix A**

### **Underground Centre Constitution**



#### **1. Name**

The name of the organization shall be the Underground Centre (the "Centre"), or such other name as the Management Committee may from time to time decide and with approval of the Charity Commission.

#### **2. Objects**

To provide activities and services to 0-18 year old's and their families/guardians. To provide a venue for the direct benefit of the young community, through the development of their physical and mental wellbeing. To provide a safe space to address issues surrounding rural isolation.

#### **3. Powers**

In furtherance of the Objects but not otherwise the Management Committee may exercise the following powers:

- 3.1 to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities;
- 3.2 to buy, take on lease or in exchange any property necessary for the achievement of the Objects and to maintain and equip it for use;
- 3.3 subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the Centre;
- 3.4 to pay outside agencies, contractors and individuals to provide services that shall further the Objects of the Centre, subject to agreement of a contract with that agency, contractor or individual;
- 3.5 to ensure that the activities of the Centre comply and are carried out in accordance with current legislation, codes of best practice, and all other rules and regulations as may be enacted from time to time;
- 3.6 to engage volunteers and make payment towards their approved expenses;
- 3.7 to arrange all insurances;
- 3.8 to write policies and procedures as required, reviewing them annually to ensure up to date governance and compliance;
- 3.9 to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the Objects and to exchange information and advice with them;
- 3.10 to support any charitable trusts, associations or institutions formed for all or any of the Objects; and
- 3.11 to do all lawful things as shall further the Objects of the Centre.

#### **4. Membership and Scope**

The focus of the Centre shall be for children and young people aged 0-18 within a local radius of King's Cliffe. The use of the facilities of the Centre for any other purpose shall be at the Manager's discretion upon prior approval of the Management Committee.

#### **5. Volunteers**

Sessions may be led by volunteers and sessional workers, under the Manager's supervision.

#### **6. Board of Trustees**

There shall be a Board of Trustees, consisting of a minimum of three Trustees, who shall elect a Chairperson. The Board of Trustees shall form part of the Management Committee. The Board of Trustees will meet a minimum of four occasions per annum, one of which



may be the AGM. The Board of Trustees shall elect further Trustees in its discretion, after prior consultation with the Management Committee. These minutes shall not be made available for public inspection due to the confidentiality of the meetings.

## **7. Management Committee**

Subject to the matters set out below, the Centre and its property shall be administered and managed in accordance with this constitution by the Management Committee. The Management Committee shall report to the Board of Trustees of the Centre.

- 7.1 The Management Committee shall consist of a minimum of a Chairperson, Treasurer, Secretary/Administrator and at least three members of the Board of Trustees.
- 7.2 The proceedings of a quorate Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

## **8. Determination of Membership of the Management Committee**

A member of the Management Committee shall cease to hold office if he or she:

- 8.1 becomes incapable by reason of mental disorder which prevents them from carrying out their responsibilities;
- 8.2 is absent without prior notification to the Management Committee from all their meetings held within a period of six (6) months and the Management Committee, after having asked for explanation, resolve that his or her office be vacated;
- 8.3 resigns his/her post by giving three months' notice of resignation to the Secretary/Administrator, but only if at least three members of the management committee remain in office when the notice of resignation is to take effect;
- 8.4 becomes subject to a conflict of material interest; or
- 8.5 is informed in writing that the Board of Trustees (by vote) feel it is appropriate that he or she should cease to hold office.

## **9. Meetings and Proceedings of the Management Committee**

- 9.1 The Management Committee shall hold meetings as follows:
  - (a) An *Annual General Meeting* every 12 months, and within three months after the end of the financial year.
  - (b) At least **three Ordinary Meetings** each year, and any greater number as they may from time to time agree.
  - (c) A *Special Meeting* may be called at any time by the Chairperson or by **any three** members of the Management Committee upon not less than **seven** days' notice being given to the other members of the Management Committee of the matters to be discussed. Such notice period may be shortened if all members of the Management Committee agree to hold the Special Meeting at shorter notice. All notices must be given in writing or by email.
- 9.2 The Chairperson shall act as Chairperson at meetings of the Management Committee. If the Chairperson is absent from any meeting, the members of the Management Committee present shall choose one of their number to be temporary Chairperson of that meeting before any other business is transacted.
- 9.3 There shall be a quorum when at least **one-third** of the members of the Management Committee for the time being or **three** members of the Management Committee, whichever is the greater, are present at the meeting.
- 9.4 The Management Committee shall keep minutes, in files kept for the purpose, of the proceedings at meetings of the Management Committee and



any sub-committee. These minutes shall be available for public inspection unless the Board of Trustees determine otherwise.

- 9.5 The Management Committee from time to time make or alter the byelaws of the Centre. Any such addition or alteration to the byelaws must be laid before the next annual general meeting of the Centre for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.
- 9.6 The Management Committee may appoint one or more advisory or sub-committees consisting of one or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the next scheduled meeting of the Management Committee.
- 9.7 The Management Committee shall ensure that at all times the Centre and its members shall comply with all legal requirements in force from time to time and any rules appertaining to the conduct of the activities being undertaken.

## **10. Finance**

- 10.1 An account shall be opened in the name of the Centre with a bank or building society.
- 10.2 Signatories must be 2 members of the Board of Trustees or Management Committee. All cheques and bank transfers for a sum of over £100 must be authorised by no less than 2 signatories. Large sums may not be broken into multiple sums of less than £100.
- 10.3 Cheques and bank transfers paying employees' salaries may be authorised by one member of the Board of Trustees providing payments are in line with the contract of employment.
- 10.4 The Centre's financial year shall run from 1<sup>st</sup> September to 31<sup>st</sup> August.
- 10.5 The Treasurer shall keep accurate records of all monies belonging to the Centre, reporting on current balances or extraordinary expenditure/income to meetings of the Management Committee. The accounts shall be presented at the Annual General Meeting by the Treasurer for final approval.
- 10.6 All monies raised shall be used for the purpose of meeting the Objects of Centre.
- 10.7 The annual financial statement shall be independently examined by someone of suitable capability in accordance with the requirements of the Charity Commission.

## **11. Annual General Meetings (AGM)**

- 11.1 The Annual General Meeting shall be held during the three months after the end of the financial year.
- 11.2 Annual General Meetings shall be called by the Management Committee. The Secretary/Administrator shall give not less than twenty-one (21) days' notice to all members of the Management Committee and 14 days' notice to the village of King's Cliffe.
- 11.3 The business of the AGM shall be:
  - (a) To receive the annual report of the Management Committee;

- (b) To receive the accounts of the Centre for the preceding financial year; and
- (c) To elect members of the Management Committee, and its Chairperson, Treasurer and Secretary/Administrator.

**12. Voting**

- 12.1 Every member of the Management Committee shall have one vote on any resolution on which he or she is entitled to vote. Every resolution shall be decided by a majority of votes by those present and entitled to vote on the question but in the case of a tied vote the Chairperson of the meeting shall have a second opportunity to vote.

**13. Alterations to the Constitution**

- 13.1 Any proposal to alter this constitution must be given in writing to the Secretary/Administrator not less than 28 days before the date of the meeting at which it will be considered.

- 13.2 Any alterations shall require the approval of a simple majority of the Trustees present and voting at a Trustees' Meeting.

**14. Dissolution**


If the Board of Trustees by a simple majority decide at any time on the grounds of expenditure or otherwise that it is necessary to dissolve the Centre, it should call a meeting with the Management Committee. After considering views expressed by the Management Committee, the Trustees shall have the power to dissolve the Centre and dispose of any assets after the settling of any debts, to a similar organization or group. The Charity Commission shall be informed as appropriate.

This constitution was adopted at a meeting of the Trustees held on:

26<sup>th</sup> March 2021

Signed: .....

(Chairperson)

Signed: .....

(Secretary/Administrator)



## STRUCTURE CHART

