

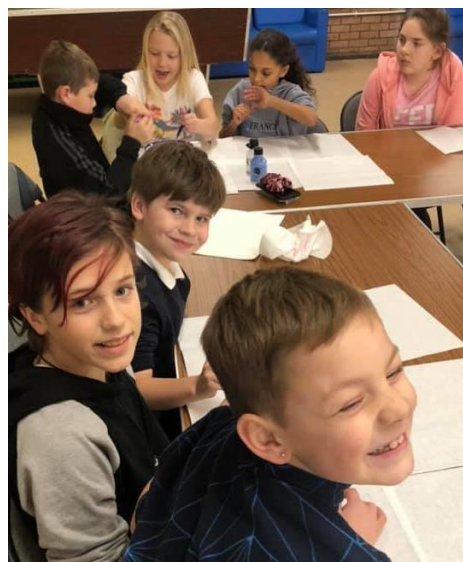


ENJOY
BEING
YOUNG

Annual Report 2020 / 2021

Registered Company Number 07628290
Charity Registration 1142923

Be Positive - Be Creative - Be Equal



Dormans Youth Arts Centre, Dormans, Gossops Green, Crawley RH11 8HZ
01293 526388 | info@ccys.org.uk | www.ccys.org.uk
Crawley Community Youth Service Limited | Company No. 07628290 | Charity Reg. 1142923

Directors Report for the year ended 31st March 2021

The Directors present their annual report together with the accounts and independent examiner's report of the charitable company for the period 1 April 2020 to 31 March 2021.

Structure

Crawley Community Youth Service is a company limited by guarantee incorporated on 10th May 2011 and a registered charity. The Company's memorandum and articles of association are the primary governing documents of the service and these define the charitable objectives of the company. Members appoint Directors at the Annual General Meeting. Directors oversee the charitable activities of Crawley Community Youth Service and are also the Trustees of the charity.

Details of the current Directors who served during the year are:

Chair	Chris Cook
Treasurer	Pippa Forde
Secretary	Rachel Gardiner
Director	Rachel Thomas
Director	Clare O'Driscoll



Members' Liability

Every member of the charity promises, if the charity is dissolved while he or she or it is a member or within twelve months after he or she or it ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her or it towards the payment of the debts and liabilities of the charity incurred before he or she or it ceases to be a member, and of the costs charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

Trustees' Indemnities

Trustees indemnity insurance has been taken out for the sum of £2m to insure the Board of Directors.

Objects of the Charity

The Charity's objects are specifically restricted to the following:

1. To act as a resource for young people up to the age of 19 living in Crawley by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:
 - a. advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - b. advancing education;
 - c. relieving unemployment;
 - d. providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons;

2. To consult young members belonging to programmes provided by the Charity as well as young people in the community of Crawley North-West in all matters pertaining to policy and provision of activities through open meetings at public venues or through surveys of opinion;
3. To involve young people up to the age of 19 in the day-to-day operations of the Charity as volunteers ensuring the appropriate training, induction and support is provided to enable them to participate independently as mature and responsible individuals.

Young people identified what they wanted from a youth service, they wanted a space where they could be positive, be creative and be equal. Above all they wanted to “enjoy being young”.



Financial Review

There are four main areas of income: hall hire, donations, grants and management fees. Our largest items of expenditure are salaries and session delivery costs.

Principal Risks and Uncertainties

CCYS is focused on improving its income through hall hire, fundraising and further grant applications to secure its future. CCYS is embarking on a programme of recruiting volunteers to allow it to offer more services and to improve resilience in staffing of sessions offered by CCYS throughout the week.

Financial and Risk Management Policies

A financial controls policy was adopted to ensure that funds were properly managed. Directors are developing a Reserves Policy, but generally CCYS has worked to ensure that it continues to meet all liabilities and commitments. Finances to date have not allowed us to develop any material or sustainable reserves. The Trustees have complied with their duty having due regard to the guidance on public benefit whilst exercising their powers or duties.

Chief Executive Review of the year 2020-21

2019-20 saw us end the year in a positive way. Finances were good and becoming more secure, our staff and volunteer team was growing and becoming more experienced, and we were engaging more young people in an ever-growing variety of clubs and events.

However, 2020-21 has seen us face enormous challenges to adapt the way we support Crawley's Young People.

Covid-19

We closed all our sessions during the second week of March and furloughed all staff except for our CEO who remained as official point of contact. When advice changed in July 2020, we spent two weeks consulting on the best way to reintroduce Covid safe sessions.

We reopened four live sessions per week in August 2020. We limited ourselves to running clubs from our Dormans building, as the Bewbush site was deemed too small to allow social distancing. Government advice



was to limit attendance to 15 YP per session. This required an enormous effort on behalf of staff to manage and balance groups into social bubbles. We also instigated our "walking bus" to enable YP to travel safely from Bewbush to our larger Dormans building. We adjusted sessions to cope with continuing changes to advice and are now quite skilled at dealing with the 'new normal'.



The four live sessions per week were aimed at our junior members. In order to cope with social distancing, they were pre-planned and included specific activities such as art or cooking, which could be carried out individually. We also reintroduced sport sessions, working with Kicks and the Wickets programme. We continued to support the older YP via one to one or small group sessions, usually outside our buildings, due to their lack of regard for any covid safe restrictions.

Our buildings were used most days to facilitate services offered by WSCC funded organisations, which support groups for special needs and mental health wellbeing.

As the pandemic worsened throughout the autumn, we gradually limited face to face sessions, finally closing in January 2021 and not reopening until the middle of March 2021. During this time, we continued to support the most at-risk young people and families via our social media and virtually. One particular success was our zoom cooking sessions, hosted jointly with Kicks. This involved planning a simple recipe, then buying and delivering all the ingredients to the family home and facilitating the YP to create a family meal. The project was so well received that Comic Relief (the funder) insisted we film it for their future broadcast. It is now clear that despite the challenges set by the pandemic, we are able to adapt as required to continue to support our most at-risk members.



The impact of the pandemic on Crawley's young people is very concerning. Within the first couple of weeks of restarting sessions, we quickly learned the situation with young people's health, particularly mental health, was far worse than we had expected.

We found huge levels of anxiety, particularly around exams, returning to school and moving on to secondary school. Also, there were several documented cases of abuse whilst in lockdown. We encountered multiple examples of YP either being thrown out of their family home or forced to "sofa surf" as a consequence of confrontation. Particularly worrying were cases where YP, who we would ordinarily consider to be reasonably well behaved, refusing to attend school, having developed a lack of respect for parents and authority. We also found that whilst our junior groups coped quite well with the requirements of social distancing, seniors would not enter the buildings, preferring instead to remain outside within their own space.

This led us to change our approach to supporting seniors via one-to-one counselling sessions.

Indicative of these issues is a big increase in requests for support from various local authority departments and the fact that we have felt it necessary to make two MASH referrals for the first time.

Some better news!

2020-21 wasn't all bleak! We did manage to continue operating socially distanced sessions through until Christmas. These included running our first Youth Arts Festival which was filmed by ITV as a "good news" story and culminated in multiple Halloween parties. These involved the YP creating the Halloween decorations and producing a film about their activities during lockdown, which was shown as part of the Creative Crawley Right Here Festival in January 2021.

We ended the year with an adapted Covid safe version of our usual Christmas celebrations. This year's party became a series of ten sit down meals for which the YP planned and cooked the food and made the decorations. Also, with support from the Hawth, we enabled over 50 YP to attend the Pantomime as socially distanced family groups.



Supporting volunteering and community involvement

Although the Pandemic has reduced our ability to engage volunteers due to limits on numbers during sessions, we have had success in connecting more groups to our allotment programme, most notably the Crawley Gardening Group who are now constituted and volunteer during our sessions.

We've supported Crawley's Men's Shed Group with their move to a new site and have assisted The Crawley Model Engineering Group to complete their first grant application and helped found the Creative Crawley Group. The Pandemic has also given us chance to review our policy on volunteer engagement, particularly when training and DBS checking.

Promoting cultural development, the arts and heritage



This year has seen us instigate and become Trustee of the Creative Crawley Group. This led to the YP being part of the Right Here Festival and lobbying Government as cultural advisors to the Crawley Town Investment Board. We are currently supporting CBC Community Development Staff by helping to constitute The Voice of the Youth group in Langley Green.

We also delivered our first Youth Arts festival as part of our long-term funding agreement with Youth Music Foundation. This has led to an even closer relationship with several other local youth clubs, and with support from the Tate Gallery and The Arts Council we are in discussions about a

national event. We've also successfully persuaded the Foreign Office to fund our Chagossian Music and art project, which will culminate in a community event.

We have completed a successful graffiti programme which gave the YP an opportunity to discuss their anxiety re covid and we have supported the formation of the Crawley Film Initiative who will use our new recording studio to edit their films.



Enabling Voluntary Youth Action



This has been particularly challenging through the pandemic. We have managed to run some limited sessions which our young leaders have instigated and the YP have spent time developing our Community Warriors Programme with lots of ideas for when things return to normal. They've also been meeting online to develop ideas for the next youth art festival. We're developing a plan for a young volunteer programme which we hope will help groups and young volunteers better understand the expectations and challenges of younger volunteers.

In summary the pandemic has reduced our ability to offer services by around 50% whilst keeping our costs about the same. Financially we are secure although most of the emergency Covid funding we have been able to access is short term and provides little long-term security.

Our staff and volunteers have weathered the storm well and are ready for the challenges that lay ahead

However, it's clear for our interactions with the Young People in Crawley that as we emerge from the Pandemic the need for our services will be greater than ever.



Statement by Treasurer

The following financial accounts represent the income and expenditure of Crawley Community Youth Service for the period 2019/20.

Signed



Date: 10/09/2021

Crawley Community Youth Service Ltd - BALANCE SHEET**As of 31st March, 2021**

	Total	
	As of Mar 31, 2021	As of Mar 31, 2020 (PY)
Cash at bank and in hand		
Business Bank Account	£8,249.68	£5,770.31
Business Reserve	£120,173.76	£65,141.90
CAF Bank	£200.29	£200.29
Petty Cash	£0.00	£0.00
POCKIT MAIN ACCOUNT (Pippa)	£98.59	£82.48
POCKIT Dave Savage	£0.00	£99.70
POCKIT Laura Carter	£0.00	£114.72
Total Cash at bank and in hand	£128,722.32	£71,409.40
Debtors		
Other Debtors and Prepayments	£3,072.66	£2,880.00
Total Debtors	£3,072.66	£2,880.00
Net current assets	£131,794.98	£74,289.40
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	£3,335.17	£3,707.79
Total Trade Creditors	£3,335.17	£3,707.79
Current Liabilities		
Net Pay	£0.00	£0.00
Payroll Liabilities	£697.84	£917.85
Pension Liability	£191.20	£94.88
VAT Control	£0.00	£0.00
Total Current Liabilities	£889.04	£1,012.73
Total Creditors: amounts falling due within one year	£4,224.21	£4,720.52
Total net assets (liabilities)	£127,570.77	£69,568.88
Capital and Reserves		
Opening Balance Equity	£0.00	£0.00
Retained Earnings	£69,568.88	£60,192.73
Profit for the year	£58,001.89	£9,376.15
Total Capital and Reserves	£127,570.77	£69,568.88

Crawley Community Youth Service Ltd - FUNDS

April 2020 - March 2021

	Name	This Year	Last Year
Restricted Funds			
	Allotment Grant	£7,955.65	£0.00
	Be More - Reaching Communities	£12,335.00	
	Bewbush Community Warriors	£3,672.00	£7,000.00
	Boxing Club Funding	£0.00	£1,714.34
	Building Fund	-£10,000.00	
	Crawley BC	£800.00	
	Children in Need	£6,449.38	£10,195.18
	Community Initiative Foundation	£4,555.90	£5,167.90
	Cooking Project	£1,698.70	£524.13
	Covid	£681.98	
	Crawley Art	£6,673.56	
	Forest School	£0.00	£5,665.74
	Gossop Rocks	£828.00	£886.00
	National Music Foundation	£28,575.27	£25,230.31
	Sport England	£2,465.00	£2,465.00
	Studio 2020	£12,235.00	
Total Restricted Funds		£78,925.44	£58,848.60
	Name	Amount	Amount
Unrestricted Funds			
	Building Renovations Fund	£30,000.00	
	Financial Reserve	£8,000.00	£10,000.00
	General	£10,645.33	£720.28
Total Unrestricted Funds		£48,645.33	£10,720.28
TOTAL ALL FUNDS		£127,570.77	£69,568.88

Crawley Community Youth Service Ltd - Income & Expenditure

April 2020 - March
2021

	NOTES	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total This Year</u>	<u>Total Last Year</u>
Income					
Charitable Activities					
Donations and Legacies	1	£33,681.98	£152,522.00	£186,203.98	£120,175.30
Contributions from Funds		£26,042.07	£0.00	£26,042.07	£0.00
Workshop Provision		£0.00	£0.00	£0.00	£1,483.50
Miscellaneous		£20.00	£0.00	£20.00	£624.00
Other Trading Activities					
Fundraising		£0.00	£0.00	£0.00	£13.75
Hall Hire		£7,816.66	£0.00	£7,816.66	£13,052.80
Preschool Hall Hire		£0.00	£0.00	£0.00	£0.00
Investment Income		£0.00	£0.00	£0.00	£0.00
Bank Interest		£31.86	£0.00	£31.86	£132.85
Total Income Resources		<u>£67,592.57</u>	<u>£152,522.00</u>	<u>£220,114.57</u>	<u>£135,482.20</u>
Expenses					
Costs of Charitable Activities					
Direct Costs	2	£8,607.29	£90,668.43	£99,275.72	£102,104.25
Outside Resources		£0.00	£3,890.00	£3,890.00	£4,710.00
Premises (Overheads)		£15,903.74	£23,870.95	£39,774.69	£12,308.43
Support Costs		£4,729.49	£14,015.78	£18,745.27	£6,216.69
Governance		£427.00	£0.00	£427.00	£766.68
Other Costs					
Depreciation		£0.00	£0.00	£0.00	£0.00
Total Expenses Expended		<u>£29,667.52</u>	<u>£132,445.16</u>	<u>£162,112.68</u>	<u>£126,106.05</u>
Net Income Resources		£37,925.05	£20,076.84	£58,001.89	£9,376.15
Balance B/F		£10,720.28	£58,848.60	£69,568.88	£60,192.73
Balance C/F		£48,645.33	£78,925.44	£127,570.77	£69,568.88

Crawley Community Youth Service Ltd

Note 1 - Donations and Legacies

April 2020 - March 2021

	Unrestricted	Restricted
Income		
Charitable Activities		
Donations and Legacies		
Allotment	£0.00	£8,160.00
Be More - Reaching Communities	£0.00	£12,335.00
BBC Children in Need	£0.00	£23,289.00
Bewbush Community Warriors	£0.00	£1,058.00
Crawley BC	£10,000.00	£39,536.00
Crawley Arts	£0.00	£10,000.00
Cooking Project	£0.00	£3,600.00
Covid -19	£0.00	£15,000.00
Gossop Rocks July 2020	£0.00	£0.00
Forest School	£0.00	£0.00
National Music Foundation	£0.00	£26,139.00
Sport England	£0.00	£0.00
Studio 2020	£0.00	£13,405.00
Just Giving	£0.00	£0.00
Local Giving	£0.00	£0.00
Moto in the Community	£0.00	£0.00
Chagossian Support	£2,130.00	£0.00
Gatwick Airport Community	£1,500.00	£0.00
HMRC JRS Grant	£19,484.14	£0.00
PayPal	£567.84	£0.00
Total Donations and Legacies	£33,681.98	£152,522.00

Crawley Community Youth Service Ltd

Note 2 - Direct Costs

April 2020 - March 2021

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total This Year</u>	<u>Total Last Year</u>
Income				
Direct Costs				
Advertising and Promo	0.00	0.00	0.00	0.00
Bank charges	105.50	0.00	105.50	88.76
DBS Checks	474.00	250.00	724.00	0.00
Entertaining	0.00	0.00	0.00	0.00
Fundraising Costs	21.00	0.00	21.00	40.00
Insurance	0.00	0.00	0.00	0.00
Mobile Studio (Van)	25.16	66.13	91.29	2,349.97
Musical Equipment	18.09	2,148.61	2,166.70	2,003.44
Other Professional Services	0.00	0.00	0.00	50.00
Rent or Lease of Buildings	0.00	0.00	0.00	0.00
Salaries and Wages	2,818.98	76,301.46	79,120.44	71,653.40
Session Resources	2,958.86	6,914.04	9,872.90	18,977.09
Staff Training	0.00	2,254.92	2,254.92	966.00
Travel and Accommodation	0.00	0.00	0.00	0.00
Trips / Activities	56.33	2,439.77	2,496.10	3,590.53
Legal	51.00	0.00	51.00	0.00
Youth Centre Equipment	2,078.37	293.50	2,371.87	2,385.06
Total Direct Costs	8,607.29	90,668.43	99,275.72	102,104.25

Statement by Independent Examiner



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

Report to the trustees/
members of

CRAWLEY Community Youth Centre Limited

On accounts for the year
ended

31st MARCH 2021

Charity no
(if any)

1142923.

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent
examiner's statement

I report in respect of my examination of the Trust'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 Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

M. Hyman

Date:

7/12/21

Name:

Marissa Hyman

Relevant professional
qualification(s) or body
(if any):

Member of the Association of Accounting Technicians (MAAT) Membership No. 10108490

Address:

84 Depot Road.

Horsham. West Sussex

RH13 5HF.

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Reserve Account.
Difference found.

Interest for £3.28 was missing.
this will be corrected and will
be shown in the 2021/2022
Accounts.