



# Annual Report 2022 / 2023

Registered Company Number 07628290  
Charity Registration 1142923

*Be Positive - Be Creative - Be Equal*

## Directors Report for the year ended 31<sup>st</sup> March 2023

The Directors present their annual report together with the accounts and independent examiner's report of the charitable company for the period 1 April 2022 to 31 March 2023.

### Structure

Crawley Community Youth Service (CCYS) is a company limited by guarantee incorporated on 10<sup>th</sup> 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:

<b>Chair</b>	<b>Chris Cook</b>
<b>Treasurer</b>	<b>Pippa Forde</b>
<b>Secretary</b>	<b>Rachel Gardiner</b>
<b>Director</b>	<b>Rachel Thomas</b>
<b>Director</b>	<b>Clare O'Driscoll</b>
<b>Director</b>	<b>Richard Baker</b>



Dormans Youth Arts Centre, Dormans, Gossops Green, Crawley RH11 8HZ

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Crawley Community Youth Service Limited | Company No. 07628290 | Charity Reg. 1142923

### 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 (YP) 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 YP people in the community of Crawley in all matters pertaining to policy and provision of activities through open meetings at public venues or through surveys of opinion.
3. To involve YP 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 three main areas of income: hall hire, donations and grants. 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 2022-23

## Back to Normal

We've put Covid behind us and things have now returned to normal. We've restarted all clubs and 1 to 1 sessions. Numbers of young people (YP) attending are fairly constant at around 30 per group.



During May half term we returned to Blacklands farm for our annual summer camp with 62 YP joining 10 staff and volunteers to battle the character-building thunderstorms!



The summer saw us deliver our regular summer community event, *The Gossops Rocks Festival*. Now in its 6<sup>th</sup> year, over 100 classic cars attended with live music from Chaggosian Jazz group "*The Brown Shoes Band*" supported by our own youth club bands. The YP also ran their own side shows including a coconut shy built with the help of the *Crawley Men's Shed*.



In the October half term, we ran our Youth Arts Festival. The event was bigger than ever with the YP deciding to take on the challenge of creating an art installation to describe what they had learned from the experience of living through the pandemic. This process ended with our graffiti art installation: "*Together we create a wall*".

December saw the return of our first Bewbush Community Christmas event, the first since the Pandemic. With support from local business, our Young Leaders turned our quiet room into a fabulous grotto along with providing Christmas themed art activities for younger siblings, all accompanied by live music from our band a choir. It was very well attended with over 150 people turning up during the day to see Santa and take part in Festive activities.



In addition to these special events, we continue to support the YP of Crawley with regular weekly clubs and sessions. Overall, our project monitoring continues to show that we would normally deliver around 20 weekly sessions which engage with about 350 YP per week.



### Supporting Disadvantaged Young People to find their voice.

Now we are free of pandemic restrictions and our sessions have returned to open access, YP are once again developing new friendships and learning the skills that this requires.



Our sessions are designed around a family ethos with everyone expected to be supportive and encouraging. We have many different Young Leaders groups ranging from our junior “Community Warriors” to older YP who lead our Youth Arts Festival and summer camp committees. Indeed, the Arts Committee recently engaged with the Local Authority and wider community members to provide designs for a graffiti project in the playground opposite the youth centre.

Young Leaders groups not only provide an excellent way for YP’s voices to be heard, but more importantly they learn how to build positive relationships and work as a team. Our aim is to have every CCYS member involved in a committee of some sort.

That doesn’t mean sessions are free from conflict. New group members often see blame and violence as the only way to solve a dispute. To deal with this, all our staff and volunteers are trained at some level in conflict resolution, with this subject being discussed at every team meeting. We spend time showing YP that empathy and understanding are at the heart of building positive relationships. This is a long process, particularly as youth club can be the only place where many YP will experience this type of approach.

A good example of how we are achieving this outcome can be seen in an event that happened during a session recently. Two of our young leaders asked a staff member if they could approach a YP who was sitting alone in the playground opposite the Youth Club. Having gained permission, they went to chat to the new lad. It turned out he was a refugee from Ukraine and didn’t speak much English. Undeterred, our Young Leaders used google translate to chat with him and he is now a new member of the CCYS family.



## Supporting volunteering and community involvement

We continue to support the wider community, in particular the Chagossian community, assisting with funding for provision of a lunch club for the senior members of their community, until the promised funding from the FCDO is agreed.



We support the Crawley Gardening group who now run our allotment programme and use our Dormans building for meetings and events.

We also assisted in the formation of the UCCA *Uganda Crawley Community Association* and the *Crawley Stand with Ukraine* group who use our buildings to run sessions along with many other existing community groups.



## Future Plans

Increasingly we speak to YP who are finding school a difficult and challenging place. Teachers seem to have less and less time to deal with issues and this leads to a “one size fits all” approach. Worryingly, this seems to be happening with younger and younger children, with Key Stage 2 pupils now at risk of being excluded. This is further evidenced by conversations with our staff and volunteers who work within local schools and Alternative Provision Colleges (APC’s). There is limited support available for YP who are excluded but no support for those who are at risk of being excluded.

Clearly, however challenging YP find school, they are much safer at school than disconnected from it. So, working with support from the Russel Martin Foundation we intend to use our buildings, staff, volunteers and practitioners to support the opening of an APC aimed at YP who are at risk of exclusion from school. The project is awaiting final sign off from the local education authority but is likely to start in September 2023. This will not only support CCYS members who find school challenging, but also YP referred by local schools. This will act as a signpost to further CCYS clubs and events and will also provide additional daytime employment for our staff and a reliable source of daytime core cost revenue.

## Regular, reliable long term and trusted provision



The biggest challenge this year has been the growth in numbers of YP attending our clubs and many requests from other organisations for help with delivery of their own funded programmes. Having higher numbers of YP attending requires more staff and volunteers to deliver sessions along with associated increases in running costs. This doesn’t pose too much of a challenge as the numbers have tended to rise steadily rather than in big jumps, so our finances have coped quite well. Although, as ever, funding core costs is much more challenging than funding project



expenses. More of an issue is the physical space we need to fit everyone in, particularly in our Bewbush Centre. During the summer we spend a lot of time outside, however the winter poses a greater problem. We are already talking to the Local Authority about using the main hall in addition to the youth club next winter, but this will require additional funding.



Requests for help from other organisations are more of a challenge. It would seem post pandemic many groups have been successful with short term funding to help YP, particularly with mental and physical health. These groups then find they have difficulty engaging YP and ask to attend our sessions in order to deliver their own programmes. We help where we can, but our clubs are already busy with long-term local partners delivering activities such as *Crawley Town Football Kicks* project and the *Sussex Cricket Wickets* project. The short-term nature of these projects means that even when we are able to find space to fit them in the practitioners don't have time to build the relationship required to be effective. This further strengthens our belief in the value of a regular, reliable long-term and trusted provision.



**Statement by Treasurer**

The following financial accounts represent the income and expenditure of Crawley Community Youth Service for the period 2022/23

Signed



Date: 18/10/2023

**Crawley Community Youth Service Ltd - Balance Sheet****As of March 31, 2023**

	<b>Total</b>	
	<b>As of Mar 31, 2023</b>	<b>As of Mar 31, 2022 (PY)</b>
<b>Cash at bank and in hand</b>		
Business Bank Account	31,969.47	49,904.34
Business Reserve	105,569.93	105,190.19
CAF Bank	200.29	200.29
Petty Cash	-47.42	-47.42
POCKIT A MAIN ACCOUNT (Pippa)	98.59	98.59
Sum Up	20.00	20.00
<b>Total Cash at bank and in hand</b>	<b>£ 137,810.86</b>	<b>£ 155,365.99</b>
<b>Debtors</b>		
Other Debtors and Prepayments	1,904.00	2,000.00
<b>Total Debtors</b>	<b>£ 1,904.00</b>	<b>£ 2,000.00</b>
<b>Net current assets</b>	<b>£ 139,714.86</b>	<b>£ 157,365.99</b>
<b>Creditors: amounts falling due within one year</b>		
Trade Creditors		
Creditors	17,422.87	5,191.77
<b>Total Trade Creditors</b>	<b>£ 17,422.87</b>	<b>£ 5,191.77</b>
<b>Current Liabilities</b>		
Net Pay	-0.10	0.00
Payroll Liabilities	1,411.42	1,568.88
Pension Liability	290.40	438.80
VAT Control	0.00	0.00
<b>Total Current Liabilities</b>	<b>£ 1,701.72</b>	<b>£ 2,007.68</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£ 19,124.59</b>	<b>£ 7,199.45</b>
<b>Net current assets (liabilities)</b>	<b>£ 120,590.27</b>	<b>£ 150,166.54</b>
<b>Capital and Reserves</b>		
Opening Balance Equity	0.00	0.00
Retained Earnings	150,166.54	127,570.77
Profit for the year	-29,576.27	22,595.77
<b>Total Capital and Reserves</b>	<b>£ 120,590.27</b>	<b>£ 150,166.54</b>



## Crawley Community Youth Service Ltd - Funds

**As of March 31, 2023**

	Name	This Year	Last Year
<b>Restricted Funds</b>			
	Allotment Grant	£3,348.33	£3,774.82
	Be More - Reaching Out	£14,832.70	£10,693.35
	Bewbush Community Warriors	£0.00	£5,402.00
	Building Fund	£19,519.99	£31,210.68
	Crawley BC	£5,000.00	£6,800.00
	Children in Need	£4,843.67	£1,329.14
	Cooking Project	£0.00	£1,624.34
	Gossops Rocks	£0.00	-£571.99
	National Music Foundation	£40,742.89	£31,121.16
	Summer Camp 2023	£1,491.50	£0.00
	Young Mums	£0.00	£1,000.00
	Youth Arts Festival 2022	£0.00	-£588.37
<b>Total Restricted Funds</b>		<b>£89,779.08</b>	<b>£91,795.13</b>
	Name	Amount	Amount
<b>Unrestricted Funds</b>			
	Building Renovations Fund	£10,000.00	£30,000.00
	Financial Reserve	£10,000.00	£8,000.00
	General	£10,811.19	£20,371.41
<b>Total Unrestricted Funds</b>		<b>£30,811.19</b>	<b>£58,371.41</b>
<b>TOTAL ALL FUNDS</b>		<b>£120,590.27</b>	<b>£150,166.54</b>

## Crawley Community Youth Service Ltd - Income & Expenditure

As of March 31, 2023

	NOTES	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total This Year</u>	<u>Total Last Year</u>
<b>Income</b>					
<b>Charitable Activities</b>					
Donations and Legacies	1	£2,000.00	£177,812.33	£179,812.33	£265,899.01
Contributions from Funds		£106,144.85	£0.00	£106,144.85	£33,492.99
Workshop Provision		£287.70	£0.00	£287.70	£12.00
Miscellaneous		£1,088.58	£20,695.75	£21,784.33	£1,149.42
<b>Other Trading Activities</b>					
Fundraising		£300.00	£0.00	£300.00	£425.00
Hall Hire		£15,715.00	£0.00	£15,715.00	£14,443.26
Preschool Hall Hire		£0.00	£0.00	£0.00	£0.00
Investment Income		£0.00	£0.00	£0.00	£0.00
Bank Interest		£379.74	£0.00	£379.74	£16.43
<b>Total Income Resources</b>		<b><u>£125,915.87</u></b>	<b><u>£198,508.08</u></b>	<b><u>£324,423.95</u></b>	<b><u>£315,438.11</u></b>
<b>Expenses</b>					
<b>Costs of Charitable Activities</b>					
Direct Costs	2	£125,607.18	£142,518.67	£268,125.85	£175,828.04
Outside Resources		£0.00	£0.00	£0.00	£2,090.00
Premises (Overheads)		£20,041.83	£2,134.32	£22,176.15	£45,548.67
Support Costs		£6,411.49	£55,674.79	£62,086.28	£68,228.29
Governance		£1,415.59	£196.35	£1,611.94	£1,147.34
<b>Other Costs</b>					
Depreciation		£0.00	£0.00	£0.00	£0.00
<b>Total Expenses Expended</b>		<b><u>£153,476.09</u></b>	<b><u>£200,524.13</u></b>	<b><u>£354,000.22</u></b>	<b><u>£292,842.34</u></b>
<b>Net Income Resources</b>		-£27,560.22	-£2,016.05	-£29,576.27	£9,376.15
<b>Balance B/F</b>		£10,720.28	£58,848.60	£69,568.88	£60,192.73
<b>Balance C/F</b>		-£16,839.94	£56,832.55	£39,992.61	£69,568.88



## Crawley Community Youth Service Ltd:

### Note 1 - Donations and Legacies

**As of March 31, 2023**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total This Year</u>	<u>Total Last Year</u>
<b>Income</b>				
<b>Charitable Activities</b>				
<b>Donations and Legacies</b>				
Be More - Reaching Out	£0.00	£37,557.63	£37,557.63	£37,141.50
BBC Children In Need	£0.00	£23,391.70	£23,391.70	£26,772.80
Bewbush Community Warriors	£0.00	£0.00	£0.00	£5,000.00
Building Fund	£2,000.00	£0.00	£2,000.00	£53,526.00
Chagossian Support	£0.00	£0.00	£0.00	£20,864.00
Crawley BC	£0.00	£15,000.00	£15,000.00	£41,871.00
Cooking Project	£0.00	£0.00	£0.00	£400.00
DWP Resources Management	£0.00	£0.00	£0.00	£1,005.96
Gossop Rocks	£0.00	£0.00	£0.00	£100.00
Jubilee Arts Programme	£0.00	£9,650.00	£9,650.00	£0.00
Just Giving	£0.00	£0.00	£0.00	£33.75
National Music Foundation	£0.00	£55,213.00	£55,213.00	£26,139.00
Mobile Studio	£0.00	£0.00	£0.00	£1,490.00
Misc Giving	£0.00	£0.00	£0.00	£2,900.00
Summer Camp 2023	£0.00	£10,000.00	£10,000.00	£0.00
Youth Arts Festival	£0.00	£27,000.00	£27,000.00	£15,000.00
Youth Investment Fund (CIN)	£0.00	£0.00	£0.00	£32,015.00
Young Mums	£0.00	£0.00	£0.00	£1,000.00
HMRC JRS Grant	£0.00	£0.00	£0.00	£640.00
<b>Total Donations and Legacies</b>	<b><u>£2,000.00</u></b>	<b><u>£177,812.33</u></b>	<b><u>£179,812.33</u></b>	<b><u>£265,899.01</u></b>



## Crawley Community Youth Service Ltd: Note 2 - Direct Costs

**As of March 31, 2023**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total This Year</u>	<u>Total Last Year</u>
<b>Income</b>				
<b>Direct Costs</b>				
Advertisiing and Promo	0.00	0.00	0.00	0.00
Bank charges	60.00	0.00	60.00	78.50
DBS Checks	0.00	0.00	0.00	450.00
Entertaining	0.00	0.00	0.00	0.00
Fundraising Costs	0.00	0.00	0.00	76.96
Insurances	0.00	0.00	0.00	0.00
Meetings	941.49	418.24	1,359.73	296.39
Mobile Studio (Van)	1,674.79	0.00	1,674.79	5,615.20
Musical Equipment	15.38	559.16	574.54	17,092.92
Other Professional Serv	75.00	0.00	75.00	75.00
Rent or Lease of Buildings	0.00	0.00	0.00	0.00
Salaries and Wages	91,405.43	81,021.46	172,426.89	109,152.79
Pension Admin Fee	216.00	0.00	216.00	54.00
Session Resources	16,870.82	27,791.74	44,662.56	21,732.81
Staff Training	0.00	799.92	799.92	1,039.92
Travel and Accomodation	106.87	0.00	106.87	168.08
Trips / Activities	14,075.41	31,589.98	45,665.39	14,754.70
Legal	0.00	0.00	0.00	0.00
Youth Centre Equipment	165.99	338.17	504.16	5,240.77
<b>Total Direct Costs</b>	<b><u>125,607.18</u></b>	<b><u>142,518.67</u></b>	<b><u>268,125.85</u></b>	<b><u>175,828.04</u></b>



## Statement by Independent Examiner

 <b>CHARITY COMMISSION FOR ENGLAND AND WALES</b>		<b>Independent examiner's report on the accounts</b>	
<b>Section A Independent Examiner's Report</b>			
<b>Report to the trustees/ members of</b>	Charity Name <b>CRAWLEY COMMUNITY YOUTH CENTRE LIMITED.</b>		
<b>On accounts for the year ended</b>	<b>31<sup>st</sup> MARCH 2023</b>	<b>Charity no (if any)</b>	<b>1142923.</b>
<b>Set out on pages</b>	(Number to include the page numbers of additional sheets)		
<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.</p>			
<b>Responsibilities and basis of report</b>	<p>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").</p> <p>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.</p>		
<b>Independent examiner's statement</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• accounting records were not kept in accordance with section 130 of the Act or</li> <li>• the accounts do not accord with the accounting records.</li> </ul> <p>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.</p> <p>* Please delete the words in the brackets if they do not apply.</p>		
<b>Signed:</b>			<b>Date:</b> <b>2/10/23.</b>
<b>Name:</b>	<b>MARISSA HYMUS.</b>		
<b>Relevant professional qualification(s) or body (if any):</b>	<b>Ass Member of the Association of Accounting Technicians (MAAT) Membership No. 1010 8490</b>		
<b>Address:</b>	<b>84 DEPOT ROAD. HORSHAM. WEST SUSSEX. RH13 5HF.</b>		

## 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.

The actual costings for payroll are less. However we need to put through additional cost relating to grants to cover thing like Employer NI Contributions  
Pensions  
Administration  
Utilities for the Venue.

Actual Cost Payroll 114 426.89  
Grant Costs 31/3/23 58 000.00  
Salaries & Wages Report 172, 426.89