



# Trustees' Annual Report for the period

|  |                   |       |      |  |                 |       |      |
|--|-------------------|-------|------|--|-----------------|-------|------|
|  | Period start date |       |      |  | Period end date |       |      |
|  | 01                | April | 2023 |  | 31              | March | 2024 |

From

To

## Section A Reference and administration details

|                                    |                          |
|------------------------------------|--------------------------|
| Charity name                       | The Drop In, Portland    |
| Other names charity is known by    | N/A                      |
| Registered charity number (if any) | 1199273                  |
| Charity's principal address        | Portland Community Venue |
|                                    | 3 Yards Close            |
|                                    | Portland                 |
| Postcode                           | DT5 1JN                  |

### Names of the charity trustees who manage the charity

|    | Trustee name     | Office (if any)         | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|------------------|-------------------------|-----------------------------------|---|
| 1  | Maria Smith      | Chair                   |                                   |   |
| 2  | Carol Callis     | Treasurer               |                                   |   |
| 3  | Nicola Davidson  | Board Member<br>Trustee |                                   |   |
| 4  | Greg Holman      |                         | 31 March 2023 – 18 Jan 2024       |   |
| 5  | Sue Cocking      | Board Member<br>Trustee | 27 April 2023                     |   |
| 6  | Kathryn Edwards  | Board Member<br>Trustee | 27 April 2023                     |   |
| 7  | Genevieve Holmes | Board Member<br>Trustee | 27 April 2023                     |   |
| 8  | Tash Scully      | Board Member<br>Trustee | 31 August 2023                    |   |
| 9  |                  |                         |                                   |   |
| 10 |                  |                         |                                   |   |
| 11 |                  |                         |                                   |   |
| 12 |                  |                         |                                   |   |
| 13 |                  |                         |                                   |   |
| 14 |                  |                         |                                   |   |
| 15 |                  |                         |                                   |   |
| 16 |                  |                         |                                   |   |
| 17 |                  |                         |                                   |   |
| 18 |                  |                         |                                   |   |
| 19 |                  |                         |                                   |   |
| 20 |                  |                         |                                   |   |

**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Registered as such by the Charity Commission

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by Trustee Board

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Drop In is a member of the Dorset Youth

## Section C Objectives and activities

**Summary of the objects of the charity set out in its**

The Drop In is an independent Youth Service on the Island of Portland,

**governing document**

providing support for those aged 8 - 21 years (age 25 for Special Educational Needs).

The Drop In provides a safe and inclusive environment to:

- Support young people to build self-confidence and compassionate relationships with peers.
- Advance life skills, capacities and capabilities so they can participate in society as independent, mature and responsible individuals.
- Advance education and relieve unemployment
- Provide recreational activity in the interest of social welfare for those who have need according to their youth, disability, poverty or social and economic circumstances

All activities are for young people in need of specific support – at the end of the year The Drop In had a register of 315 young people.

The activities provided are a means of interaction and always with a focus on mental health, life skills and advancing improved life outcomes. The Drop In is in not a simple youth club which provides recreational activities.

Sessions are as follows:

- Aged 8-11 years (Tuesdays) – youth worker led activities, games, music and specific projects
- Aged 11-14 years (Tuesdays) – games, Zen Den, therapeutic activities and 1-2-1 support
- 14-18 years (Wednesdays) – peer to peer engagement and 1-2-1 support
- 14+ years (Thursdays) – talking therapy, targeted outreach plus closed sessions on demand according to need
- Detached outreach around the Island and with the Atlantic Academy secondary school

Additional projects are delivered where specific funding is provided. These have included:

- Project Push Up – for young men at risk of county-lines exploitation
- Young Leader Programme – for alumni or older participants to gain training and employment in youth work
- Dorset Music Hub Programme (forming a small band called The Paper Planes)
- The Asylum Project – to tackle misunderstanding and fear withing the community regarding residents of the Bibby Stockholm barge
- CV workshop project to help school age finishers with job applications and references
- Multiple art projects with local providers

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

The Drop In does not make onward grants

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The service has grown from providing a few sessions a week to now youth sessions on 4 evenings per week.

The Drop In secured the use of a WILLDOES youth bus, enabling the service to deliver more outreach work in the community and provide a warm and safe place for young people who had not ventured into the venue previously.

The service continues to grow in numbers at a steady and manageable way.

There was a successful PUSH UP project for 'hidden young men'. This was about using a local personal trainer to inspire young men to improve their own physical health while mental health guidance was provided.

The Drop In secured a £299k grant from the National Lottery to contribute towards core funding over 5 years as the service grows in demand. This provides 50% of the new, higher income need in year one, gradually reducing to 25% of the amount needed in year 5.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

Have secured funding for the next five years to September 2028, reserves will be retained by the end of 2024 for three month period of operational costs

**Details of any funds materially in deficit****Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:


- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Most of the income needed by The Drop In is sought from grants from trusts, foundations and designated community funding rounds from the local authority.

**Section F****Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

|                                     |   |  |
|-------------------------------------|---|--|
| Signature(s)                        |  |  |
| Full name(s)                        | Carol Ann Callis  |  |
| Position (eg Secretary, Chair, etc) | Treasurer   |  |
| Date                                | 23 June 2024  |  |

The Drop In accounts as at 31<sup>st</sup> March 2024

|   |                   |
|---|-------------------|
| Balance b/f (31 <sup>st</sup> March 2023)                 | £73,132.97        |
| <b>Income</b>   |                   |
| Dorset Council (restricted)                               | £30,000.00        |
| Lottery Awards for All (restricted)                       | £38,043.50        |
| Haramead Trust (restricted)                               | £5,000.00         |
| PUYFC   | £1,400.00         |
| Pete Roper – Mayor of Portland                            | £1,200.00         |
| Leonard Laity Stoate (restricted)                         | £600.00           |
| Portland Rotary   | £520.00           |
| Masonic   | £250.00           |
| Court Leet  | £500.00           |
| Underwater  | £500.00           |
| Battens   | £300.00           |
| Misc  | 120.00            |
| Interest  | £537.34           |
| <b>Total Income</b>                                       | <b>£78,970.84</b> |
| <b>Expenditure</b>  |                   |
| Salaries £60,112.93                                       |                   |
| HMRC – £7,392.58  |                   |
| Pension £1,958.98   |                   |
| DWP £150.97   | Total £69,615.46  |
| Rent to Portland Town Council                             | £5,000.00         |
| Healthy snacks  | £1,251.19         |
| Miscellaneous   | £417.48           |
| Training  | £169.00           |
| IT, & Mobile Phone  | £2091.21          |
| Equipment   | £2630.58          |
| Insurance   | £811.52           |
| Push-Up Project   | £1,800.00         |
| <b>Total Expenditure</b>                                  | <b>£83,786.44</b> |
| <b>Income 2023/24</b>                                     | <b>£78,970.84</b> |
| <b>Overspend 2023/24</b>                                  | <b>£4,815.60</b>  |
| <b>Balance in Bank 31 March 2024 (including reserves)</b> | <b>£68,317.37</b> |
| <b>UNRESTRICTED RESERVES</b>                              | <b>£28,435.52</b> |

I have examined the accounts & can verify that the above statement is a true record of the income and expenditure of the Drop In, Portland, for the period ending 31 March 2024

J.McPheat

*J.McPheat* 20/4/2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

|                                |               |                     |         |
|--------------------------------|---------------|---------------------|---------|
| Report to the trustees         | THE DROP IN   |                     |         |
| On accounts for the year ended | 31 MARCH 2024 | Charity no (if any) | 1199273 |
| Set out on pages               |               |                     |         |

(Sufficient to include the page numbers of additional sheets)

#### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023/2024

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 Trust's accounts carried out under section 145 of the 2011 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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:  Date: 20/4/2024

Name: JOHN MCPHEAT

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

Address: 10 PARK ROAD  
PORTLAND  
DORSET DT52AD