

# Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | Day               | Month | Year |    | Day             | Month | Year |
|      | 12                | 07    | 2022 |    | 01              | 09    | 2023 |

## Section A Reference and administration details

**Charity name** Marlborough Area Youth Forum

**Other names charity is known by** MAYF, The Forum

**Registered charity number (if any)** 1199626

**Charity's principal address** Nowell House

Kingsbury Street

Marlborough

**Postcode** SN8 1HZ

### 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 | Caroline Thomas | Chair           |                                   |   |
| 2 | Mervyn Hall     |                 |                                   |   |
| 3 | Lisa Farrell    |                 |                                   |   |
| 4 | Nicola Rebbeck  |                 | From October 2023                 |   |
| 5 |                 |                 |                                   |   |
| 6 |                 |                 |                                   |   |
| 7 |                 |                 |                                   |   |

### 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<br>(eg. trust deed, constitution)        | Constitution, adopted 5 <sup>th</sup> July, 2022                             |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation, registered 12 <sup>th</sup> July, 2022 |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Appointed by a resolution at a meeting of the charity's current trustees.    |

### 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

While typically regarded as an affluent area, many young people in and around Marlborough face challenges such as lack of support for positive activities, poor mental health, and ongoing disruption to education from Covid. Social skills have suffered, and a higher level of anti-social behaviour is evident with risks from county line gangs, from neighbouring Swindon, emerging.

Marlborough Youth Club, run by volunteers under the auspices of the Marlborough Community and Youth Project (MC&YP), went a long way to meet these needs but to be sustainable Marlborough needed a Youth Worker and the Forum was established as a vehicle through which a YW could be employed to run the YC and to manage the grants and fund raising that will be required to support the YW costs and YC activities.

Initial funding was received from Wiltshire Council's Marlborough Area Board and the Forum has worked with the MC&YP to take on the running of the youth club (for 12

to manage them.

- 18-year olds, -25 for those with SEND) and also reach out to support youth work in other parishes in the Marlborough Community Area. Once a Youth Worker was recruited the focus was to find additional volunteers, embed key policies, particularly Safeguarding, including DBS checks in line with statutory requirements, and reach out to other organisations to offer a programme of activities for our youngsters, who typically shy away from the more formally structured sports clubs, cadets, scouts etc. The trustees seek the views of youth club members, its youth worker and volunteers in deciding the activities to be run.

All three initial trustees are also local town councillors and are working with the town council to develop youth services on a broader basis. All trustees give their time voluntarily and received no remuneration or other benefits.

The Forum has also supported the Marlborough Area Poverty Action Group with the collection of donations and provision of Food Vouchers at Christmas. We are pleased to receive support from a number of organisations, including the council's Area Board, Youth Action Wiltshire and Marlborough Town Council.

The key risks faced by the Forum are

| <b>Risk</b>  | <b>Mitigation</b>  |
|--|--|
| Securing sufficient grant funding for our key costs (Youth Worker, evening meal, Community & Youth Centre hire and enrichment activities)                            | Subscription to a grants data base Submission of two grant requests from National Lottery and Wiltshire Community Foundation submitted |
| Attracting volunteers to support the delivery of engaging activities and offer a personal, trusted relationship for the many youngsters seeking support and guidance | Advertising through Fb page and flyers in all local community spaces, pubs and coffee shops  |
| Operationalising Safeguarding policies into day to day activities with new volunteers  | YC and Trustees experience Creation of a Safeguarding Action Plan. Trustees and volunteer training                                     |

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing

The object of the CIO is to advance in life young people, aged 10 to 18 (or 25 with special educational needs) in Marlborough and the surrounding area through:  
(a) the provision of recreational and leisure time activities

## document

### 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)

provided in the interest of social welfare, designed to improve their conditions of life  
(b) providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

The Trustees confirm that they have had regard to the Charity Commission's public benefit guidance when planning the Forum's activities.

Main activities undertaken over 2022/23 include

- recruitment of our first Youth Worker and establishment of the key outcomes and actions we were seeking
- re-establishment of the Marlborough Youth Club running regularly on a Friday evening with the provision of hot food and activities including pool, table tennis, badminton, indoor football and basketball. No charge is made for attendees
- recruitment of new volunteers. This was and remains a difficult process but the position has improved in 2023/24 with 2 further volunteers and the return of the two leading lights in the original MC&YP
- reaching out to third parties to bring some new activities including street dance and fencing.

A safe place to go on a regular basis with new activities on offer is really important for young people to help build their confidence and social skills.

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

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

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

We are grateful for the many hours trustees and volunteers have spent listening and encouraging our members and working with the club's youth worker. Without this valuable contribution of time, energy and expertise we would not have been able to achieve so much.

## Section D

## Achievements and performance

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

2022/23 was the Forum's first year of operation so the focus was on establishing ourselves as a Trustee body with all relevant governance policies, the recruitment of a Youth Worker and weekly operation of the Youth Club

## Section D

## Achievements and performance

offering structured activities.

- 2022
  - o Development of key policies including Approach to Risk Management and Safeguarding
  - o recruitment activity
  - o Trustee meetings
  - o Establishing a bank account and expense protocols
- 2023
  - o Our first Youth Worker was recruited in March 2023 under a contract which specified the key outcomes sought.
  - o re-established the Marlborough Youth Club running regularly on a Friday evening, 4.30 to 6.30, with the provision of hot food and activities including pool, table tennis, badminton, indoor football and basketball. No charge is made for attendees and between 20 - 40 youngsters attend for a period of time each week.
  - o recruitment of new volunteers. This was and remains a difficult process but the position has improved in 2023/24 with 2 further volunteers and the return of the two leading lights in the original MC&YP
  - o started reaching out to third parties to bring some new activities including street dance and fencing.
  - o Grant applications submitted to Marlborough Town Council, National Lottery and Wiltshire Community Foundation
  - o Trustee sign off of policies
    - ✓ Complaints
    - ✓ Data Protection, GDPR, File Retention
    - ✓ Equal Opportunities
    - ✓ Member Code of Conduct
    - ✓ Privacy Notice
    - ✓ Volunteers
    - ✓ Whistleblowing
    - ✓ Staff Code of Conduct
  - o First Aid Training for YW and 2 volunteers
  - o Work with Town Clerk to create a proposal for the town council to recruit an apprentice Youth Worker NB budget allocated for an October 2024 start date.

## Section E

## Financial review

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

Cash at bank at 31/08/23 was £9,594.36 in unrestricted funds. The main financial risk to the charity is insufficient fund raising via grants and donations.

Limited reserves are required as liabilities are restricted to any termination requirements for the Youth Worker. All other expenses are only incurred if funds are available.

**Details of any funds materially in deficit**

Not applicable

**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.

Our primary source of funds in 2022/23 was a grant from Wiltshire Council's Marlborough Area Board (MAB) of £17,500.

(The Area Board offers grants totalling £17,500 every year but a range of other organisations in the community area can apply for these)

The MAB grant supported the recruitment and costs of a Youth Worker who started in March 2023 and re-established the YC on a regular Friday evening.

We have also been supported by the MC&YP which covered the cost of hiring the Community and Youth Centre for the Youth Club

Other costs have included hot food, snacks and drinks during YC hours, DBS fees and subscriptions.

**Section F**

**Other optional information**

Future Plans

The coming year will see a continued emphasis on keeping the YC operating each week, possibly to be supplemented with an early evening drop-in option for older members, with more structured activities to build and deepen the confidence and capability of our young people.

Success with two grant applications will support the ongoing costs for the Youth Worker, a healthy eating offer, third party costs for activities, day trips and additional equipment.

We will work with the town council to recruit an apprentice Youth Worker in their next financial year (starting April 2024). The intent is to create a broad youth community support model engaging across multiple agencies and the Forum. This will be supported by the establishment of a Local Youth Forum committee operating under Wiltshire Council's MAB – a network of organisations working with young people in the Marlborough Community Area.

**Section G**

**Declaration**

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

**Signed on behalf of the charity's trustees**

|  |                 |  |
|--|-----------------|--|
| <b>Signature(s)</b>                        |                 |  |
| <b>Full name(s)</b>                        | Caroline Thomas |  |
| <b>Position (eg Secretary, Chair, etc)</b> | Chair           |  |
| <b>Date</b>                                |                 |  |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Llrborough Area Youth Forum

No (if any)  
1199626

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
7/12/2022

To

Period end date  
9/1/2023

### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Grants  | 17,500                                 | 236                                  | -                                   | 17,736                          | -                             |
| Donnations  | 2,645                                  | -                                    | -                                   | 2,645                           | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b> (Gross income for AR)                | 20,145                                 | 236                                  | -                                   | 20,381                          | -                             |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total receipts</b>                                 | 20,145                                 | 236                                  | -                                   | 20,381                          | -                             |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Youth Worker  | 7,647                                  | -                                    | -                                   | 7,647                           | -                             |
| Youth Club Food                                       | 244                                    | -                                    | -                                   | 244                             | -                             |
| Third Party Activities                                | 36                                     | -                                    | -                                   | 36                              | -                             |
| Subscriptions/Fees                                    | 217                                    | -                                    | -                                   | 217                             | -                             |
| Food Vouchers   | 2,600                                  | -                                    | -                                   | 2,600                           | -                             |
| Advertising   | 43                                     | -                                    | -                                   | 43                              | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | 10,787                                 | -                                    | -                                   | 10,787                          | -                             |
| <b>A4 Asset and investment purchases, (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total payments</b>                                 | 10,787                                 | -                                    | -                                   | 10,787                          | -                             |
| <b>Net of receipts/(payments)</b>                     | 9,358                                  | 236                                  | -                                   | 9,594                           | -                             |
| <b>A5 Transfers between funds</b>                     | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>                    | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Cash funds this year end</b>                       | 9,358                                  | 236                                  | -                                   | 9,594                           | -                             |



## Section B Statement of assets and liabilities at the end of the period

| Categories    | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank Account   | 9,358                              | 236                              | -                               |
|               |  | -                                  | -                                | -                               |
|               |  | -                                  | -                                | -                               |
|               | <b>Total cash funds</b>                                | <b>9,358</b>                       | <b>236</b>                       | <b>-</b>                        |
|               | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |

|                          | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |
|                          |         | -                                  | -                                | -                               |

|                      | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |
|                      |         |                             | -               | -                        |

|  | Details        | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|--|----------------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | Gifted Lap Top | Unrestricted                | -               |                          |
|  |                |                             | -               | -                        |
|  |                |                             | -               | -                        |
|  |                |                             | -               | -                        |
|  |                |                             | -               | -                        |
|  |                |                             | -               | -                        |
|  |                |                             | -               | -                        |
|  |                |                             | -               | -                        |
|  |                |                             | -               | -                        |

|                | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature | Print Name      | Date of approval |
|-----------|-----------------|------------------|
|           | Caroline Thomas |                  |
|           | Mervyn Hall     |                  |