

# Trustees' Annual Report for the period

From

Period start date

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| 10  | 07    | 2024 |

To

Period end date

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| 31  | 03    | 2025 |

Charity name

Youth Focus South West

Other names charity is known by

Registered charity number (if any)

1209073

Charity's principal address

42 Raglan Road

Plymouth

Postcode

PL1 4NQ

## 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 Gillian Margaret Millar | Chair           |                                   | Trustee Board                                                 |
| 2 Carl Knight             |                 | Joined 25.07.24                   | Trustee Board                                                 |
| 3 Nicky Louise Ransley    |                 |                                   | Trustee Board                                                 |
| 4 Lucas Jade Harris       |                 |                                   | Trustee Board                                                 |
| 5                         |                 |                                   |                                                               |
| 6                         |                 |                                   |                                                               |
| 7                         |                 |                                   |                                                               |
| 8                         |                 |                                   |                                                               |
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| 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)

Hannah Jordan – Regional Youth Work Development Manager

## Description of the charity's trusts

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

Constitution

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

Charitable Incorporated Organisation

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.

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

The object of Youth Focus South West is to advance in life and relieve needs of young people, for the public benefit, by:

- (a) providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
- (b) increasing, or co-ordinating, opportunities for young people to engage with service providers, to enable those providers to adapt services to better meet the needs of that community.
- (c) providing events and training for organisations and individuals working with young people to develop their youth work practice and improve ways of measuring and reporting on the impact of their work.

**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)**

This summary recognises the statutory declaration that trustees have had regard to the guidance issued by Charity Commission on public benefit.

In 2024/5 Youth Focus South West has undertaken the following activities in relation to our objects.

- Organised training and qualifications for over 50 youth workers and volunteers working with young people to enable them to aid young people to develop the necessary skills and capabilities to participate in society as mature and responsible individuals.
- Our 'Authoring Our Own Stories' project has enabled young people from minoritised communities to have their voices heard by decision makers in their communities, with a view to designing services that meet their needs
- Our regional co-ordination of UK Youth Parliament enables young people from across the South West to develop skills and capabilities and find a voice in their communities and beyond through peer research projects and producing resource materials
- Enabled 40+ youth organisations to learn from each other in creating the best possible opportunities for young people to develop skills and capabilities through our Impact Network
- Provided 1-1 and small group support to young people in a Plymouth high school who are struggling to cope in the educational environment
- We have participated in national forums relating to young people and youth work, in particular sharing good practice in working with young people dealing with living in increasingly polarised communities

**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;

We continue to work to expand our Trustee Board and its range of experience and expertise. As a new CIO we are developing our policy framework regarding governance and safe practice in our work with young people.

We have a small staff team of paid staff, all of whom are part-time, and are committed to extending the skills and experience of our team through

- contribution made by volunteers.

training and recruitment of new staff where our work requires this. Our Trustee Board all operate as volunteers.

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

- We supported Members of the UK Youth Parliament from the South West region to attend and speak at the Annual Sitting in the House of Commons in November 2024
- The Peer Educators we have supported alongside Plymouth and District Race Equality Council as part of the Authoring Our Own Stories project presented their findings and the resources they have produced to a well attended meeting of decision and policy makers from Plymouth and neighbouring districts in January 2025
- More than 50 volunteers and youth workers completed their qualifications in youth work as a result of the Bursary scheme that we manage for the South West region
- Our own youth work learners received their qualification certificates at a presentation in February 2025
- More than 30 youth work organisations have attended our South West Youth Work Impact Network during 2024/5
- We organised 3 sessions with young people to feed into the consultation on the government's Youth Strategy between October 2024 and March 2025.

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

Youth Focus South West has a Reserves Policy (adopted September 2024). It states 'Having considered the charity's financial needs, risks, and objectives the Trustees believe that a prudent level for reserves is **4½ months operating expenditure**. For the purposes of this policy, using the current budget as a guideline, the target for reserves is **£25,443.**' This policy is updated annually.

**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.

At present the vast majority of our funding comes through grants and contracts, many of which come to us as the South West lead for the Network of Regional Youth Work Units. As we develop we aspire to diversify our funding sources, particularly looking for funding for projects in which we can lead independently and benefit the South West region specifically.

The funding we receive is entirely used to support the key objectives of the charity. We aim to keep our overheads and administrative costs as low as possible.

**Section F Other optional information**

|  |
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|  |
|--|

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

Signed on behalf of the charity's trustees

|              |            |  |
|--------------|------------|--|
| Signature(s) | G.M.Millar |  |
|--------------|------------|--|

|              |                         |  |
|--------------|-------------------------|--|
| Full name(s) | Gillian Margaret Millar |  |
|--------------|-------------------------|--|

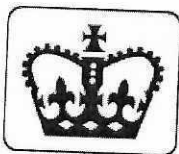
|                                     |       |  |
|-------------------------------------|-------|--|
| Position (eg Secretary, Chair, etc) | Chair |  |
|-------------------------------------|-------|--|

|      |          |
|------|----------|
| Date | 17.12.25 |
|------|----------|



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

| Categories                                                  | Details                 | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|-------------------------------------------------------------|-------------------------|---------------------------------|-------------------------------|------------------------------|
| B1 Cash funds                                               | Co-Operative            | 54,179                          | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
|                                                             | <b>Total cash funds</b> | 54,179                          | -                             | -                            |
| (agree balances with receipts and payments account(s))      |                         |                                 |                               |                              |
|                                                             |                         | OK                              | OK                            | OK                           |
| B2 Other monetary assets                                    | Details                 | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|                                                             |                         | -                               | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
|                                                             |                         | -                               | -                             | -                            |
| B3 Investment assets                                        | Details                 | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
| B4 Assets retained for the charity's own use                | Details                 | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
|                                                             |                         |                                 | -                             | -                            |
| B5 Liabilities                                              | Details                 | Fund to which liability relates | Amount due (optional)         | When due (optional)          |
|                                                             |                         |                                 | -                             |                              |
|                                                             |                         |                                 | -                             |                              |
|                                                             |                         |                                 | -                             |                              |
|                                                             |                         |                                 | -                             |                              |
| Signed by one or two trustees on behalf of all the trustees |                         |                                 |                               |                              |
| Signature                                                   |                         | Print Name                      |                               | Date of approval             |
|                                                             |                         |                                 |                               |                              |
|                                                             |                         |                                 |                               |                              |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Youth Focus South West

**On accounts for the year  
ended**

31/03/2025

**Charity no  
(if any)**

1209073

**Set out on pages**

1-2

(remember to include the page numbers of additional sheets)

**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 material matters have come to my attention which gives me cause to believe that in, any material respect:

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

I 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.

**Signed:**

*N. Millard*

**Date:**

01 December 2025

**Name:**

Nicholas Millard (F.M.A.A.T)

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

Association of Accounting Technicians

**Address:**

13 Hyde Road

Paignton

Devon TQ4 5BW

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.