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NOTICE OF ANNUAL GENERAL MEETING

Meeting of... **ANNUAL GENERAL MEETING (AGM)**

Time... **18:00**

Date... **Thursday 3 October 2024**

Place... **Microsoft Teams meeting - <https://www.microsoft.com/microsoft-teams/join-a-meeting>**
Meeting ID: 379 820 849 947
Passcode: oRND5X

Rachel Virrill
Deputy Town Clerk
26 September 2024

If members of the public wish to submit a question ahead of the meeting relating to the Youth Trust, please email or write to the Deputy Town Clerk using the contact details above before 14:00 on Thursday 3 October 2024.

The Town Council in its capacity as sole Trustee of Corfe Mullen Youth Trust Charity will be discussing all the items listed on the agenda below.

AGENDA

PAPER

- | | | |
|----|--|---------------|
| 1. | Apologies for absence | |
| 2. | Minutes of last Annual General Meeting held on 15 November 2023 | A |
| 3. | To Approve the Annual Report & Accounts for the year ended 31 March 2024 | B |
| 4. | Report on the 2023/24 year's activities and progress | C |
| 5. | Any questions from members of the public | Verbal |
| 6. | To Agree the next meeting date of the sole Trustee | Verbal |
| 7. | Closure of meeting | |

Minutes of the Annual General Meeting (AGM) of the Sole Trustee (Corfe Mullen Town Council) of Corfe Mullen Youth Trust held on Wednesday 15 November 2023 on the rising of the Village Hall AGM online via MS Teams

Present: **Councillors**
P Purvis (Chair)
A Holland
P Holland
S Jefferies
J Lortie
D Mattocks

In Attendance: Catherine Horsley (Town Clerk – minute taker)

Public Participation

There were no members of the public present.

1 Apologies for absence

Apologies for absence were received and accepted from Cllrs A Craven, S Florek, B Honeyman, P Neil, D Sowry-House and J Stennett.

2 Paper A - Minutes of late Annual General Meeting held on 16 November 2022

The minutes of the meeting held on 16 November 2022 were APPROVED.

3 Paper A - Annual Report & Accounts for the year ended 31 March 2023

The Clerk presented the report, noting the positive cash funds held by the Charity as a result of increased subscriptions of young people following the Covid-19 pandemic, particularly academic year 9. It was reported the coffee bar income more than covered the expenditure due to the financial prudence of the Senior Youth Worker when purchasing supplies.

Cllr Mattocks asked why the accounts did not show a balance sheet in the same way as the Corfe Mullen Village Hall Charity Annual Accounts. The Clerk explained the Charity leases the building where the youth club is held, therefore, it does not hold assets in the same way. The Clerk advised, following the recent retirement of the Senior Youth Worker, the new Senior Youth Worker was completing an inventory of the equipment held by the Charity for insurance purposes, which would be presented to a future meeting of the Trustee.

The Clerk noted the revenue grant awarded by the Town Council to cover the rental of the Lockyers School hub and staff costs exceeded the actual costs. Therefore, the Charity has repaid £3,493.00 back to the Town Council.

The Annual Report & Accounts was RECEIVED and NOTED by the Trustee.

4 Paper B - Report on the 2022/23 years activities and progress

The Clerk presented the report, noting the value of the out of school activities and the after-school club held at the Village Hall twice weekly which were both well attended.

The report was NOTED.

5 Verbal - Questions from members of the public

The Clerk confirmed there had been no questions submitted by members of the public ahead of the meeting.

6 To Agree the next meeting date of the sole Trustee

The Clerk confirmed a meeting would be scheduled in early December to discuss staffing related matters.

7 Closure of meeting

CLlr Purvis thanked members for attending and closed the meeting at 18:56.

Signed *Date*

CORFE MULLEN YOUTH TRUST

Charity Number: 1168261

**RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED
31st March 2024**

CORFE MULLEN YOUTH TRUST

ANNUAL REPORT OF THE TRUSTEES

for the year ended 31 March 2024

GOVERNANCE

The charity was registered on 18th July 2016 with the objective of taking over the Youth Centre in Corfe Mullen following its closure by Dorset County Council. The County Council agreed to transfer the fixed assets and the cash balances relating to the activity of the centre to the Trust.

PRINCIPAL ACTIVITY

The principal activity of the Charity is running a youth club and out of school activities for Key Stage 3 pupils in Corfe Mullen.

RESULTS AND REVIEW

The charity has returned to a full schedule of weekly activities in the year. The long standing Youth Leader stood down in October and was succeeded by an existing member of the team. This means that DofE is no longer run by the club.

As well as the existing sessions at the community hub, a new group runs at the Village Hall, aimed at the older children and it has been very well received.

More than 2,000 session places were attended by children through the year, primarily KS3 pupils from local schools. Summer activities and trips catered for 90 young people.

Anti social behaviour remains an issue but continued engagement is the approach taken by the charity.

Prior year grant funding was applied to trips and activities, supplemented by additional funding of £2496 received from Dorset Council in the year.

RESERVES

The charity holds sufficient reserves to meet its payroll and other legal obligations in the event of activities ceasing.

TRUSTEES

The trustee of the charity is Corfe Mullen Town Council

TRUSTEES' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

Charity law requires the trustees to prepare the financial statements taking a true and fair view of financial activities during each year and of the financial position at the end of each year. Also, the trustees are required to follow best practice, notably The Charities (Accounts and Reports) Regulations 2010 and the Statement of Recommended Practice - Accounting Reporting by Charities. Particular care is needed when:

- selecting suitable accounting policies and then applying them consistently;
- making judgements and estimates that are reasonable and prudent;
- stating whether applicable accounting standards and statements of recommended practice have been followed; and
- preparing figures on a going concern basis unless it is inappropriate to assume that the Charity will continue to operate.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity, and which enable them to both ascertain the financial position of the charity and ensure that the financial statements comply with the requirements of the Trust Deed and the Charity Commission. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other. The trustees have given consideration to the major risks to which the Charity is exposed and are satisfied that there are adequate measures and controls in place to appropriately mitigate those risks.

Signed on behalf of the trustee

Duncan Sowry-House, Chairman

Date

CORFE MULLEN YOUTH TRUST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the charity for the period ended 31 March 2024 set out below.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that that an examination is required under section 145(1) of the Charities Act 2011, and that section 144(1) (audit) of the Charities Act 2011 does not apply to the charity.

It is my responsibility to:

- examine the accounting records under section 145 of the Charities Act 2011
- follow the procedures laid down by 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the Charity Commission's directions. 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 you as 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

No matter has come to my attention in the course of my examination:
which gives me reasonable cause to believe that, in any material respect, the Charity's trustees have not met the requirements to ensure that -
proper accounting records are kept in accordance with section 130 of the Charities Act 2011; and
accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Eleanor Greene ICPA , Do the Numbers Ltd, 37 Upper Brownhill Road, Southampton, SO16 5NG



Date

25th June 2024

CORFE MULLEN YOUTH TRUST

Receipts and payments Account

for the year ended 31 March 2024

	2024		2023	
	£	£	£	£
Income and receipts				
DofE		0		65
Trips		3,580		3,045
Coffee Bar		4,052		4,764
Subscriptions		4,973		4,705
Donations		162		27
CMTC Revenue Grant		27,072		30,565
DofE Equipment Sale		1,840		
Other grants		4,992		4,182
Total receipts		46,671		47,354
Expenditure and payments				
Activities	5,225		3,772	
DofE	0		39	
Trips	2,569		1,970	
Affiliations	0		0	
Coffee Bar	3,174		3,054	
Equipment	171		273	
Courses and training	403		0	
Insurance	1,305		1,231	
Office Administration	2,289		1,056	
Mileage	42		0	
Rent	0		0	
Wages and staffing	31,593		28,180	
Total payments	46,770		39,574	
Net of receipts/(payments)		-100		7,780
Funds as at 1st April 2023		29,592		21,812
Funds as at 31st March 2024		29,493		29,592
Represented by				
Lloyds Current Account		£ 29,493		£ 29,092
Imprest account		0		500
Cash funds		29,493		29,592

Signed on behalf of the trustee

Name
Duncan Sowry-House, Chair

Signature Date

PAPER C ACTIVITIES 2023/24

Charitable Purpose

The Youth Trust's charitable objective is to:

To help young people, especially but not exclusively, develop their individual capabilities, competences, skills and understanding so that they may grow to full mature potential. To act as a resource for young people from the ages of 10 – 18 living in Corfe Mullen Parish and the adjacent communities by providing advice and assistance with educational, health and organising programmes of physical, educational and other activities.

This is kept in mind when opening the youth club to years 7, 8 and 9 and arranging out of school activities for the young people of Corfe Mullen. The youth club aims to be inclusive and attract young people from all backgrounds and ethnic communities.

Duke of Edinburgh Scheme

The Charity no longer offers the Duke of Edinburgh Scheme as this is now run by local schools, however, the youth club offers volunteering opportunities for young people completing the Duke of Edinburgh award.

Activities

At the start of the academic year, the youth club re-opened on Tuesdays for year 9+, Thursdays for year 7 and Fridays for year 8.

The youth workers continue to work hard to ensure the safeguarding of young people attending the youth club with activities based around being healthy, staying safe, learning new skills and having their achievements recognised, making a positive contribution and enjoying economic and social well-being.

Activities included cooking, sampling new food and trying food from different cultures, quizzes, indoor/outdoor games and well-being activities.

The youth club operates a tuck shop facility for young people to purchase hot and cold drinks and snacks which is always popular and manned by a senior voluntary helper and/or Youth Support Worker.

Unfortunately, due to staff shortages, the Youth Trust was only able to offer one trip in the October half term to Thorpe Park. They hope to offer more trips in the 2024-25 year.

The Village Hall opens twice a week to provide an after-school club for young people in Corfe Mullen. The club runs on Tuesdays and Fridays from 3.30-5.30pm providing activities and free snacks. This has become a valuable facility for the young people in Corfe Mullen where they can meet with friends, have a drink and snack in a safe environment with the opportunity to speak to the youth workers on any issues affecting them if needed.

Subscriptions

The youth club welcomed a total of 2575 young people in comparison to 2715 during 2022/23. 1566 from year 7, 706 from year 8 and 303 from year 9.

Grants received from Dorset Council and Corfe Mullen Town Council to run the Village Hall club, allowed the Youth Trust to welcome an additional 679 young people. This was a great success, particularly as the majority of these young people were the harder to reach year 9's.

Grants

The Charity received a grant of £4,992 from Dorset Council to fund the Village Hall after school club.

Corfe Mullen Town Council provided a grants payment to subsidise the rent for the Lockyer's Hub space and youth workers' salaries. Corfe Mullen Town Council also provided an additional grant to enable the charity to continue to run the Village Hall after school club.

Staff

In October 2023, the Senior Youth Support Worker retired after 16 years in the role. Following recruitment of a new Senior Youth Support Worker, the Youth Trust staff was made up of one senior youth support worker and three assistants who worked flexibly to open and manage the youth club and out of school activities.

During 2023/24, some youth club evenings were unable to run due to high numbers of young people meaning the required staff/young people ratio was not sufficient. Despite advertising for additional Assistant Youth Support Workers, we have been unsuccessful in recruiting to the role. The role has been re-advertised.

The Deputy Clerk supports the administration of the youth club, working alongside the Senior Youth Support Worker.

All members of staff are valued members of the team running of the youth club facilities.

Rachel Virrill
Deputy Town Clerk
26 September 2024