

IN THE MIX YOUTH PROJECT TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31st DECEMBER 2020

OBJECTS OF THE CHARITY, ITS ACTIVITIES, ACHIEVEMENTS and PERFORMANCE

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

The objects of the charity are

1. To act as a resource for young people up to the age of 25 living and working in Somerset and Devon providing support, advice, information and assistance.
2. Organising programmes of physical, educational, spiritual, developmental and other activities as a means of:
 - (1) Advancing of life and helping young people develop their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - (2) advancing education and understanding and life skills;
 - (3) relieving unemployment and pursuing economic independence;
 - (4) providing recreational and leisure time activities 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;
 - (5) provision of activities and events for community relief and benefit.

Report 2020 Financial Year

Overview

2020 has been a very challenging year as has been the case with virtually all VCSE organisations but due to prudence in 2019, namely putting together a very focused business plan instigating structural change to the way that we organise the charitable business and implementing up-to-date policy and procedures, as well as getting Covid organised in March 2020 and reviewing our position and how we'd organise our work, ITMP has held itself in good stead to manage what has been a very unusual but significant year.

This report summary is the contents of a virtual AGM that was broadcast at the end of 2020 and summarises the progress. This AGM is available to watch on YouTube at <https://youtu.be/gXwUOB8ab3I>

The ITMP board expected the concentration of business this year to be developing our community café provision having transformed it from our youth café into a much wider remit. ITMP expected commissioning and traded delivery projects to begin in earnest and our existing commissioned activity to be finished off in a face-to-face delivery. On the commencement of the COVID-19 pandemic in February 2020 ITMP had to re-look at its business plan to see what was achievable within the year and it is this plan that we have stuck to throughout and because we have been very consistent in the plan and have kept a very tight monitoring over expenditure we have been able to see the year through.

During 2020 ITMP has: -

- Instigated a thorough COVID-19 mitigation plan and policy framework that has been adapted many times after government policy has changed which is enabled us to maintain use of our youth & Community Centre with minimal staff within health and safety guidelines
- Launched our new and improved webpage and continued to improve our digital image
- Has been able to finished its commissioned activity with a hybrid of face-to-face and virtual delivery successfully and within the timescales that were revised by the organisation.
- Has instigated an ambitious but organised virtual programme which was revised a couple of times during 2020 to meet the needs of young people and the changing parameters of COVID-19. This includes a number of live broadcasts providing information to other partners and advice and information locally during the pandemic.
- Worked with targeted groups of young people including young carers, NEETs and those with mental health concerns.
- Provided regular interface with local groups and support to community matters during the pandemic.
- Has responded to the community café launch not being possible to continue with a series of homebrew virtual café sessions which has been very community focused and offering advice and support to young people and young adults over our operational area.
- Provided online training opportunities to enable safeguarding to take place, to encourage them to be creative in the delivery of the online programmes and be supported when working from home.
- Built capacity with our Core Network group and social action plans

All of the information about the detail of the online programmes are contained within the virtual AGM however the mix of entertaining content alongside advice and information for young people has been delivered in a consistent way.

At the time of preparing this report in 2021 the virtual programme is expected to continue at least until the end of April 2021 that will be referred to in the next report.

We have also increased our staff and volunteer base by around a third which has helped us delivered additional programmes for young people over the course of the year.

There were challenges with the online provision particularly with the presented elements that we had to try and convey to many young people as possible in very much in television presented way and then of course the group sessions where relationships with young people are paramount how that could be achieved talking through a computer screen. ITMP had to be very careful with vulnerable young people who we were talking in their individual houses.

ITMP utilised the opportunity during 2020 with the support of the COVID-19 national grants to help support its building maintenance and venue management which will also build towards developing more face-to-face delivery in 2021. By undertaking this absolutely essential maintenance much required for a number of years, The Hub Centre will be fully able to swing back into action early in 2021. The work at the DSF/log cabin site has focused on getting the basic ground work ready for project delivery and also to provide necessary enhancements to make the site appropriately safe and pleasant for groups accessing. The intention to deliver outdoor educational activities as well as environmental projects make this an absolute necessity. ITMP are working towards the site being available to commence delivery by the end of May 2021. The maintenance undertook on both our DSF/Log cabin site and also the Hub Centre has been considerable and we are grateful to the volunteer team for undertaking much of the maintenance work for which will have considerable use of these facilities by our service users in the future.

ITMP is pleased to report also it's increased consistency of its marketing throughout 2020 has significantly built our partnership networks and our capacity for funded work and partnership working in the future. All three of our UK Youth commissioned programs Road Code, Generation Code Accelerator and Sound Creators have been successful and have enabled strong links to be made within the community of benefit. ITMP is comfortable that certainly some of this work will continue in 2021. The virtual AGM link given above gives full information on how ITMP delivered and approached these programmes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Community Consultation & Evaluation

ITMPs intention is to hold a further consultation open evening in the Christmas period 2021 and they'll be the opportunity to have an AGM within this period. ITMP hope that the COVID-19 pandemic will make it possible to hold it face-to-face in 2021. ITMP continues to have regular conversations with members of the public elected members and voluntary organisations which supports the development of its services for beneficiaries. ITMP policy is to undertake an evaluation in regard to each

piece of work undertaken and also to undertake clinical supervision in recording delivery sessions for which all staff feed into that process. Service users build into that evaluation as well.

Policy Framework

In 2021 we were able to finalise and adopt the future proof UK safe spaces framework for this ITMP is completely re-vamped its policy framework and the framework has been nationally accredited by UK Youth.

An overhaul of other policies elements including employment and training has also taken place allowing us to review and improve how we work with and manage staff and volunteers and where there are gaps in our volunteer base that require support.

Establishment & Board Function

ITMP feels it has a quality of professional leadership in the organisation but the need for new staff in both trustee level and at volunteer level continues to be a priority for 2021. This is clearly laid out in our recruitment strategy that has been put together as part of the new development plan. Work has taken place in 2021 to define the medium-term establishment strategy looking at job descriptions for volunteers and for paid staff. The intention in early 2021 is the implementation of a dedicated staff pool which will enable most sessional work to be delivered with an executive management team managing the charity. This executive team format will reduce the amount of board meetings from its current level and delegate the operational day to day functionality to the management team. This is a suitable system to allow the organisation to function effectively and enable the board to provide governance and supervision through oversight as per charity and business law.

Alternative Curriculum and Income generation

ITMP is working on its alternative curriculum programmes and other income generation avenues, hopefully to offer to educational establishments and other youth organisations and community projects/groups. We are also developing programmes alongside partners with effect from the next academic year. Plans to make use of spaces and equipment as marketable resources for hire were slowed by the COVID-19 pandemic significantly in 2020 and it is an important priority of 2021.

FINANCIAL REVIEW

Trustees' responsibilities in relation to financial statements

Company law requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the Company's state of affairs at the end of the financial year and of its income and expenditure for that year. In preparing those financial statements the Trustees are required to;

- Select suitable accounting policies and then apply these consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Charity will continue in business

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the Charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review of Financial Position

Following on from 2019 where ITMP undertook significant to ensure effective finance controls were in place and management of its resources moving on to a year of pandemic there continue to be pressures which have needed to be managed. A mitigation position and plan was created to support this during the pandemic. The careful management of finances has put the overall position financially of ITMP in a strong position coming out of the pandemic. However, it's important to state the reserves don't really offer any opportunity to fully develop the establishment and extend our reach and we've not been able to compensate for delivery that has been cut as a result of COVID-19 although we've been reasonably successful in covering ITMPs costs in 2021 there still is not much flexibility in the accounts for creative development of services.

Moving forward in order we are able to establish significant open access work where there is a demand this will need a significant source of money sufficient money to be able to consistently deliver the services over a couple of years. The increase in our overall visibility through partnerships however offered opportunity where partnership pieces of work could be delivered and we look very seriously what partnerships would benefit the charity and have services for young people.

The need to look very seriously at large-scale funding opportunities remains important for ITMP in the long term

We would like to thank our accountant, Tim Green for support with introducing changes to our financial management system and supporting implementation, his expertise knowledge of specific charitable financial aspects has been incredibly useful.

During the year the Charity incurred total expenditure of £87,306. Over the year the Charity received income of £108,482, leading to an overall surplus of £21,176. The Balance sheet shows total reserves at 31st December of £38,638.

Reserves Policy and Risk Management

It is the intention of the Trustees that the freely available reserves of the charity should be sufficient to ensure the continuance of its activities, should there be an unexpected short-term adverse fluctuation in income. The Trustees consider that an appropriate level of free reserves is approximately three months' normal expenditure. This equates to approximately £17,500. At 31st December there was £9,954 of reserves freely available for general purposes. The Trustees are working towards long-term financial plans that sustain sufficient free reserves to satisfy its reserves policy over the coming 12 months and beyond.

The Trustees have examined and addressed the financial risks to which the Charity is exposed and in association with its insurers, has mitigated those risks to the best of its ability

Going Concern

The Trustees noted the pressure on the finances and are confident with the plans that were being put in place for 2021 in order the charity is sustainable beyond 2021 alongside a detailed review of its working delivery its income streams and projected trading,

STRUCTURE, GOVERNANCE and MANAGEMENT

The Charity was incorporated on the 15th December 2011 as a Company Limited by Guarantee. It is governed by its Memorandum and Articles of Association. The Charity registered with the Charity Commission on 29th April 2015.

The Directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The Board meets monthly. The trustees retire every three years and may stand for re-election.

The Board of Trustees is responsible for determining the overall policy direction of the charity, for fixing and reviewing its annual budget, and for approving annual accounts.

New trustees are nominated by the Board, and will be asked to visit the charity before attending a trustee meeting as an observer. An induction pack is provided for trustees.

The Board took a decision in 2020 to move to an executive model and this is going to be formally adopted in 2021 early in the financial year

REFERENCE and ADMINISTRATIVE DETAILS

The full name of the Charity is In The Mix Youth Project. Charity number 1161486, Company number 07883347.

The registered office is The Hub Centre, Hartswell, South Street, Wivellscombe, Somerset TA4 2NE.

Directors and Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees who served during the period are as follows:

John Hellier (Chair)

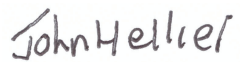
Joanna L Finlinson

Ashley Martin Wills appointed 1st April 2020

Philip Saunders resigned 5th June 2020

The Independent Examiner is Tim Green

In conclusion I would like to thank the Staff and volunteer for their outstanding work this year. A huge amount of changes has been made which we feel are positive and will help shape and determine our future 2021 and beyond. We look forward to another positive year and hope to bring great outcomes for young people and communities!

A handwritten signature in dark ink that reads "John Hellier". The script is cursive and fluid, with the first name and last name clearly distinguishable.

John Hellier
Chair/Director of The Board of Trustees
In the Mix Youth Project
10th May 2021