

## **IN THE MIX YOUTH PROJECT TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

### **OBJECTS OF THE CHARITY, ITS ACTIVITIES, ACHIEVEMENTS and PERFORMANCE**

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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 2021 Financial Year**

#### **Overview**

2021 has continued a very challenging year as has been the case with virtually all VCSE organisations. However, alongside the rest of the country ITMP has been able to return to a degree of normality and reinstate much of the work that had to be abandoned in 2020.

ITMP has completed delivery and commissioned work that began in 2020 and also been able to undertake other bits of work which has been less of a hybrid than it was during the worst parts of the pandemic. The focus of the year has been the tasks we set ourselves in the business plan.

The ITMP board expected the concentration of business in 2021 to be developing our community café provision having transformed it from our youth café into a much wider remit and also a significant development in our commissioning and traded delivery projects to begin in earnest and our existing commissioned activity to be concluded with good time and focus.

With the COVID -19 Pandemic continuing in 2021 with continuously changing government advise – plus very useful consolidation clarity from the NYA, has enabled us to complete our commissioned programmes and begin the process of looking to develop our membership, our youth participation offer, and also to begin the process of consultation which becomes very necessary to take the forward the developmental needs of the organization; as part of an interim business plan for 2022, this is shown below.

The Board has expanded in 2021 which has been beneficial – moving ITMP closer to the full adaption of the Executive Board Model. In order to meet the necessary quota between staff and to formal inducted trustees ITMP require to recruit two more members. Currently ITMP is seeking a Young Trustee/Director and an open advert is in the process. In addition; we are looking to recruit two Non - Executive Directors, one has expressed interest from a local Comprehensive School. We are also seeking a co-option/stakeholder from our area of benefit

**During 2021 ITMP has: -**

- Continuously adapted a 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
- Has commenced new commissioned activity and has been able to conduct this work through face to face session with less emphasis on virtual delivery that service users were becoming very jaded with.
- Have worked to re-establish our community links and develop a more effective relationship with Taunton Deane and West Somerset and also with Wiveliscombe
- Began delivery at the DSF/Log Cabin facility after significant investment and worked in earnest to complete the necessary maintenance inventory of equipment, risk assessment and reinduction of ITMP staff who use the site
- Has begun to work towards the establishment of a Friends of Group to develop organisation capacity and infrastructure, this would be developed alongside our Core Youth Participation programme that includes a 'Training The Trainer focus within it.
- Worked with targeted groups of young people including young corers, NEETs and those with mental health concerns
- Continued to provide regular interface with local groups and support to community matters during the pandemic.
- Has concluded virtual life programming but continuing social media networking and support to the Sector
- Has held a consultation community awareness event in December providing outputs of the year. A further virtual event will be held once these accounts are published.

ITMP has also contracted Mendip payroll and HR to undertake these outsourced functions and at the time of writing this report the company is proving a great use to ITMP and providing good support to the management team. ITMP expect to continue to use the company in the next financial year.

At the time of preparing this report in 2022 – ITMP will have published the interim Business Statement for 2022 as mentioned above and referred to below

We have also continued to increase our staff team from 2020 and volunteer base which has helped us delivered additional programmes for young people over the course of the year. The existing priority still exist to develop lead worker capacity with a view to applying for some significant back office money to convert our casual contracts to more appropriate contracts.

ITMP is pleased to report also the consistency of its marketing throughout 2021 has significantly built our partnership networks and our capacity for funded work and partnership working in the future. Taking on a kickstart placement undertaking Marketing; Tormey Slater has been experiential; and has also enabled the organisation to look at where it may want to bring in some administrative support.

Clearly the level of voluntary work undertaken by the management team remains considerable amount of time and the need for the organisation to look very carefully at its lead worker establishment and also the work of the management team being able to be met and paid as part of the staffing establishment. The ITMP board is monitoring this and the staff team hope to be able to include some proposals as part of the 2023 business plan

UK Youth contracts this year which have included the successful conclusion of Sound Creators & Road Code in 2021. ITMP expect further programmes for delivery in 2022 however it's going to be important to try to diversify from UK Youth commission work as we expect less products over the next couple of years as the organisation reworks the way that delivers projects with young people. Details of these and the outcomes will be reviewed in the next reporting year.

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 2022 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.

## **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 2022. This is clearly laid out in our recruitment strategy that has been put together as part of the new development plan. 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.

The appointment of Mendip HR and payroll has enabled a thorough review of all the HR policies and we are comfortable now that we have the base mark for everything that's required in this area.

As indicated above there will still require to be a complete overhaul of the staff team contracts and status as part of an increased funding base this will be implemented from the 2023 Calendar year if suitable funding has been achieved

ITMP continue to believe the executive board model is the shape for the future. John Hellier will continue as chair until the end of December 2022 to ensure that the executive board is implemented effectively. The review of this role will be undertaken at this point as per charity commission and ITMP board guidance.

### **Alternative Curriculum and Income generation**

ITMP continues to work 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, that were slowed by the COVID-19 pandemic are being worked on for quick release by our Kickstart placement.

## **FINANCIAL REVIEW**

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### **Trustees' responsibilities in relation to financial statements**

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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**

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ITMP have continued prudent monitoring of finances working within budgets established for restricted and non-restricted funding this has meant generally speaking we have kept within our means. As outlined above and in the report last year there is still a lot of work been undertaken by the management team on a voluntary basis and the need to re-address the contracted establishment this should all be considered in 2022 in preparation for a new business plan in 2023

As indicated in 2020 for ITMP to move 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 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. Most important is the funding to enable ITMP to fully fund youth participation work its adult developmental community work through ITMP Friend, and some sustainable routes for rural Street village and urban work beyond short-term programmes. These are absolutely crucial strains that need to be prioritised.

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 £114,442. Over the year the Charity received income of £147,782, leading to an overall surplus of £33,340. The Balance sheet shows total reserves at 31st December of £71,798.

## **Reserves Policy and Risk Management**

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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 six months' normal expenditure. This equates to approximately £46,000. At 31<sup>st</sup> December there was £50,326 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**

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The Trustees noted the pressure on the finances and are confident with the plans that were being put in place for 2022 in order the charity is sustainable beyond 2022 alongside a detailed review of its working delivery its income streams and projected trading,

## **STRUCTURE, GOVERNANCE and MANAGEMENT**

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The Charity was incorporated on the 15<sup>th</sup> 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 29<sup>th</sup> 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**

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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**

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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 Louise Finlinson	
Ashley Martin Wills	
Phillipa Elizabeth Hall	Appointed 12/07/2021
Holly Cressida Sutton	Appointed 03/11/2021

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 2022 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**  
**10<sup>th</sup> May 2021**