

Minutes Annual General Meeting of Kennington Youth Club
Held via Zoom Tuesday 6th July 7.30pm

Notes Taken by: Helen Horseman (Acting Secretary)

1 Apologies for absence

Present:

Jenny Forder (Chair + Trustee)
Ruth Sanders (Trustee)
Helen Horseman (Acting Secretary & Trustee)
Hannah Forder-Ball (Trustee) [arrived slightly late]
Mark Horseman (Treasurer)
Roy King (Village Hall Management Committee Representative)
Martin Feather (Parish Council Representative)

Apologies:

Roy Peach (Youth Leader)

2 Minutes of 2020 Management Committee AGM

The minutes were accepted as a fair representation of the 2020 AGM.

3 Matters arising

3.1 The fundraising team said their aim was to focus on providing more resources to the club itself and less on building maintenance/improvements. It was felt quite a lot of new resources have been able to be purchased as a result of their work and the committee were thanked for their hard work on this.

3.2 It was noted Maria Chaundy had accepted the post of secretary but had had to resign due to change in circumstance. HH had taken over as acting secretary in the interim.

3.3 Janice Squire had retired from her social media role within the club during the course of the year.

4 Youth Club Leaders Report

4.1 Roy Peach was thanked for his detailed report and continuing work in the youth club, especially as it has been a difficult year. His work in keeping up with the changing COVID rules and regulations was particularly noted.

4.2 Praise was offered for the many varied activities during the past year outside our normal remit, in particular the Spooningtons idea, the mental health walks (with thanks given to RS for assisting with them) and the virtual youth club (with thanks given to HH for assisting with that).

5 Fund Raising

5.1 Additional to the pre-submitted report, HH also noted and thanked those involved with the Kennington Village Virtual Quizzes, and those who have supported us through EasyFundraising and AmazonSmile programs.

5.2 Vickie Ward, Claire Lee and Kerri Morse have indicated they wish to step down from fundraising. Thanks were offered for their amazing work on fundraising since taking over fundraising.

5.3 It was noted we had previously budgeted to try to raise £500 from fundraising. HH advised she will do her best to achieve that, supported by JF, although this may prove difficult now there are less people involved with fundraising.

5.4 It was agreed Helen Horseman be given the role of 'Fundraising Coordinator' and that she will apply for grants and undertake other fundraising when possible.

5.5 The trustees authorised HH to try and set up a paypal account on behalf of the youth club.

6 Appointment of officers and committee (Please note a trustee needs to sit on all committees of the Charity)

6.1 It was agreed for the time-being we will operate with just one committee i.e. no fundraising committee.

6.2 The following agreed to stand in the committee roles and were elected:

- Chair - Jenny Forder (Trustee)
- Secretary - Helen Horseman
- Treasurer - Mark Horseman
- Data Protection Officer - Hannah Forder-Ball (Trustee)
- Safeguarding Officer - Hannah Forder-Ball
- Hall Bookings - Hannah Forder-Ball
- Ruth Sanders - Trustee
- Fundraising Coordinator – Helen Horseman

6.3 The following non-committee positions were agreed:

- Village Hall Management Committee Representative – Roy King
- Hall Bookings (shared with Hannah Forder-Ball) – Andy Ball

6.4 Vickie Ward has indicated she wishes to step down from the committee. She was thanked for her hard work on the committee during her time on it.

6.5 Thanks were offered to HH and HFB for managing things whilst JF was incapacitated. It was noted how pleased we all are JF is now well enough to resume her work with the youth club.

6.6 Thanks were offered to MH for his DIY work at the club, and assistance with in particular the police grants work.

7 Parish Council Representative's remarks

MF was thanked for his kind words in his remarks.

8 Oxfordshire Youth Representative remarks

No comments were received by Oxfordshire Youth.

9 AOB

9.1 HFB as Data Protection Officer noted the email system was not fit for purpose, with us struggling to gain access to accounts when people leave and struggling to know who has access to what. **HH will talk to Andy Ball to improve security including a year process for opening and closing accounts/giving access to them. HFB advised this needed to be completed within 12 weeks.**

9.2 HFB as Data Protection Officer noted there was a balance between respecting GDPR verses giving people the tools to do their job, especially in respect of the need to maintain a record of who were the regular hall bookers. **HFB will produce a list of the person, organisation, agreement (e.g. store equipment, booking arrangements) and hours of our regular bookers. This will be password protected and shared with the stakeholders for the booking process.**

9.3 Village Hall Management

There is a sense we are not sticking to our lease agreement but we are unclear in what way. **Hannah and Andy to follow-up with the clerk to the Parish Council to check their and our records are up-to-date. There is some issue over a pop-up pilates class which HFB will aim to resolve.**

9.4 HFB as Safeguarding Officer noted she as Designated Safe-Guarding Lead did not have access to safe-guarding incidents.

9.4.1. It was agreed the committee member in the club on an evening should notify HFB of any incidents.

9.4.2. HFB to review and check she has access to all appropriate safeguarding details and arrange with the youth leader or JF if not.

9.5 Membership

9.5.1 It was agreed new members, when there were spaces, should be admitted on a rolling basis.

9.5.2 Noted it is our hope we can have 'normal numbers' from September.

9.5.3 Advertising for the new year. **JF to handle but to liaise with HH re adverts on Facebook, Twitter, Instagram and email communication to parents (including reminder they can pay online).**

9.6 **It was requested a link to our online management system be added to the website. HH to action.**

Minutes from Trustee's AGM

1. To receive the accounts and report of the Charity Trustees for the year ending 31st March 2021 together with the report of the expert examiner of the Charity.
 - 1.1 Thanks were offered to MH for preparing the accounts and his work as treasurer.
 - 1.2 A query was raised re the float. Previously the youth leader held a £100 float which has been returned during the year.
 - 1.3 It was agreed the float going forward would be held as £20 for tuck and £30 for subs.
 - 1.4 It was noted the heading for closing balance said '2018' and this was a mistake and should have said '2021'.
 - 1.5 The accounts were accepted.

2. To reappoint Ruth Sanders as trustee in accordance with the provisions of the constitution and, being eligible, offering herself for election as trustee of the Charity. And to assert Helen Horseman has not put her name forward for re-election, the term of her trusteeship having been completed.
 - 2.1 Ruth Sanders was unanimously voted on as a trustee by the existing trustees
 - 2.2 Thanks were offered to Helen Horseman for her hard work during her term and it was confirmed she was no longer a trustee.

3. To reappoint David Jones as the independent examiner of the Charity to hold office from the conclusion of the meeting until the conclusion of the next general meeting at which the accounts are laid before the Charity.
 - 3.1 Thanks were offered to David Jones for his work on the accounts
 - 3.2 David Jones was unanimously approved as the auditor for the coming year by the new trustees.

KENNINGTON YOUTH CLUB**BALANCE SHEET FOR YEAR ENDING 31/03/21**

OPENING BALANCE		£	P			
Current Account			10,034.92			
Cash in hand (Floats) 3			140.00			
TOTAL			10,174.92			
INCOME		£	P	EXPENDITURE	£	P
Lettings	Martial Arts		815.00	Coffee Bar Stock		55.24
Lettings	K.A.D.S.			Cookery sessions		57.00
Lettings	Kennington Band		300.00	Leaders Program Consumables / expenses		181.94
Lettings	Village Hall users			Electricity		1,958.19
Lettings	Private users			Water (via Village Hall)		61.87
Lettings	Oxon Youth			Ground Rent		225.00
Lettings	Table Tennis		152.00	Building Insurance		927.10
Lettings	Bounce		408.00	Club Cover Insurance (Staff/committee/members)		586.55
Donations	inc Police Grant		14,712.00	Alarm maintenance / repair		
Grant	County Council floor		40.00	IT Equipment / software		210.00
Grant	V.O.W.H. Covid		10,000.00	Furniture / Fixings		54.00
Sleepover	Sleepover		100.00	Keys		48.21
SO/CO Draw			360.00	Trips		
SO/CO Standing Orders			750.00	Games / Equipment		33.85
Members Entrance Sube			415.00	Stationary printing etc		24.00
Coffee Bar Income			130.00	Cleaning materials / PPE		568.03
Sundry Income			40.00	Leaders Fees		2,702.75
Trips			100.00	Fire Extinguisher maintenance / replacement		
Return of Leaders' float			100.00	Gits		392.83
Easy Fundraising			34.30	Building Maintenance / improvements		857.50
Kennington Virtual Quiz			252.60	Oxfordshire Youth Affiliation Fee		
Fundraising			1,062.00	DBS Checks		
				Music License		88.08
				Other sundry expenditure		473.40
				Police Grant funded expenditure		3,650.97
				SO/CO Draw prizes		484.50
				Cheques no 1857 written in error 18p less		-0.16
				Gaming License for SO/CO draw from V.D.W.H.		70.00
				Unpresented cheques from previous year		25.57
TOTAL			29,290.90	TOTAL		15,378.42

CLOSING BALANCE		£	P
Balance B/Fwd 01/04/20			10,034.92
2020 / 2021 Income			25,290.90
Sub Total			35,325.82
2020 / 2021 Expenditure			15,578.42
Closing Balance - 31/03/2021			23,747.40

New Balance is made up of:-			
Current Account			23,747.40
Less Unpresented Cheque	1302 B Baggot		-5.20
Less Unpresented Cheque	1322 V Ward		-5.60
Less Unpresented Cheque	1333 D Jones		-11.20
Less Unpresented Cheque	1334 F West		-5.60
Less Unpresented Cheque	1336 H Horseman		-2,818.84
Less Unpresented Cheque	1339 R Peach		-868.00
Cash in hand (Floats) 2			40.00
TOTAL			20,678.16

Treasurers note: **£450 has been banked for future SO/CO draws so the actual assets are £20,128.16**

* There were 3 floats at start of year, for Subs, Tuck and Leaders general expenses. The leaders float was returned during the year.

Signed: *Mark Horsman*

Mark Horsman
Hon Treasurer

Date: *6th June 2021*

Checked: *David Jones*

David Jones
Examiner

Date: *9th June 2021*



Youth Leader Report – Roy Peach

2020-2021 AGM REPORT

For the second year running, we cannot hold our Celebration Evening in person. Especially disappointing as there have been internal changes to the building that many of you will not have seen.

Last year with the threat of the global pandemic on our doorstep, we acted swiftly and made major changes to our operations. This included ceasing direct contact youth work early, reverting to a digital offer, initiating a wellbeing hotline, starting monthly competitions, making our book swap available to all young people in the village, and delivering food parcels to those in need in the community.

We offered detached and outreach youth work, something new to our incarnation of the youth club. This allowed us to raise our profile locally, reaching families who said they weren't aware we existed. We expanded from one 'bubble' of young people at Forest Side to two, running twice a week, sometimes twice a day. Two thirds of our membership returned for socially distanced games, plus activities such as photography and origami.

Towards the end of the holidays, we trialled a small group at the hall. Due to governing rules from the National Youth Agency, it had to be strictly 'skills' based. It was exciting to be back, but cooking was not financially viable to run regularly for so few. We focused on other skills such as sewing and map-reading, and spent a few weeks with the young people planning and evaluating for the future. With half term upon us, we held a Halloween party and life felt somewhat normal.

Almost immediately, that bubble was burst (ironically) due to another lockdown. The hall had to close. Normally, youth club runs term time only but we had been consistently offering provision throughout lockdown. For our leadership's wellbeing, a break was essential, so we ceased service up to Christmas, other than competitions and the wellbeing hotline, two elements that were easily managed.

One of our biggest challenges was with the majority of our adults either in the at-risk categories or shielding to protect family members. Thanks to a few parents stepping in, we were able to offer regular sessions, otherwise the provision would have been non-existent.

When January rolled around, we were still heavily restricted to what we could offer. Digital club restarted, with us regularly dropping off resources such as cooking ingredients, and battling with internet issues. With determination, we continued to provide for our young people.

Whilst the hall was closed, we took the opportunity to improve facilities. A grant allowing us to keep running during summer, meant enough money left to set up a wellbeing room – something I have harped on about for four years. This took a phenomenal amount of effort from all concerned, not least because, as we began to make plans for starting the work, completely unavoidable staffing matters meant a re-shift of management and a picking up the pieces of this major project, on top of everything else we were already dealing with.

As this work drew to a close, with adults painting, constructing, and writing reports, we breathed a sigh of relief, when suddenly we were awarded further funding off the back of the previous grant. Off we went again!

New storage was installed and new resources purchased. All the while there were reams of guidance and rules to wade through for reopening, updated every few weeks, which meant risk assessments and Covid action plans all had to be revised regularly. I've lost track of how many webinars I've sat through, the number of forums I've been part of, and interactions with Youth Leaders I've had in order to provide some sense of normality for our young people.

Around February half term we attempted a simpler cooking activity than before. Whilst not unbearable it was tricky in the yard without portable cooking facilities so a new tact was needed. We started weekly Wellbeing Walks in Bagley Wood, and every Saturday a group would explore, talk, photograph, learn about wellbeing, write positive postcards, play games, try tree and leaf identification, and more. One of the most enjoyable parts was sitting with hot chocolate, cake, and biscuits and talking to the young people about their lives. Our young people were given the opportunity to test their leadership skills too. I also now know how many scoops of powder make the perfect drink for our new flask! – 31 (and one for luck), if anyone's asking. Who can forget the Spoonington project which brought the community together and caused quite a stir when it got moved? This started life on one of our walks and has only recently been removed.

Having to 'triage' young people for their return was tricky and it was good when this rule was removed. Reopening a club during a pandemic doesn't come without its challenges anyway and we have had to limit weekly numbers, have all the doors open, clean in between our two back to back groups, pre-bag all penny sweets, take temperature checks, wear masks, moan about distancing, and remind about hand-cleaning. Our young people are nothing short of amazing, and even after the recent rule change of no masks in schools (but continue with them at youth club), they carried on without issue.

Our online database is being used more, and signing up to join the club has been made easier with an online form on the website. The ever present challenge is getting enough adults each week to open the doors.

Whilst there have been many wonderful developments and I am impressed with how much the youth club has achieved whilst the world stopped, there have sadly been some fantastic missed opportunities, primarily because the same few people are trying to manage everything. We're sadly only reaching 3% of Kennington's youth population (who are of age to access our services). It should be much more.

It has been a mammoth of a year. There are lots of positives to take away from it, but you'll have noticed most of my notes are about what *we* have done to support the young people, yet *they* are at the heart of our work, so what about them? I mentioned earlier that they had completed planning and evaluation work, and I heard some views during group and 1:1 wellbeing walks and talks too. A fairly detailed report is available, but in summary, our young people showed a real understanding and appreciation for what Kennington Youth Club is and is trying to do and offer. They are keen to learn leadership skills, and the options of the Young Leaders scheme, AS Challenge, and DofE Awards have all been discussed.

Kennington Youth Club has been described by the young people as 'amazing' – a place to socialise, learn, and create. Somewhere for experiences where they are heard (and their ideas for the future are plenty). They want to take ownership of the club and demonstrate their abilities in this area, the older ones want further information to help them navigate teenage life, and be able to give back to the community as well. They can't wait for trips again either. I think all of this demonstrates the power, courage, and determination that our young people have, and what a difference, with their passion, Kennington Youth Club really can make.

To everyone that has supported our programme over the past year, thank you.

ROY

Fundraising Report for Youth Club AGM 2021

On the Homefront, various online raffles were arranged.

We held a very successful online winter fete in November with a raffle and various online stalls. This brought in over £500 for the club.

In August one of member's fathers took part in the Tough Mudder race running 12 hours of 5 mile laps for the club and raising £500. We thank Alex for raising that much money and are in awe of his physical achievement in completing the race.

The fundraising team identified they would like the money raised to go to improving the IT provision within the club, which logistically has only just been able to be started due to COVID and to improving the seating within the club.

The club 50-50 draw has continued during the last year, raising over £500 for the club.

We have been very fortunate during the pandemic to receive a number of grants which have enabled us to keep the club running and in some cases extend the services offered both to our members and other young people during this difficult year:

- Thames Valley Police Winter Grant, £5000. Used to fund running the club Jan – Mar 2021 and for improvements to the music provision within the club
- Thames Valley Police Summer Grant, £8900. Used for running the club June – Dec 2020. Used to create new sensory facility with the club, improvements to storage facilities within the club and purchase of new tables to improve social distancing
- Gamma Telcoms PLC, £400. Used for purchase of craft equipment and general funds
- County Councilor's Special Grant, £40. Used for purchasing prizes for virtual youth club.

We thank all those on the committee and everyone who has supported us during this difficult year. We literally couldn't have kept the club running without your support.

Going forward Vickie Ward, Claire Lee and Kerri Morse have advised they no longer feel able for various reasons to continue with their roles on the fundraising committee. We thank them all for their tremendous fundraising efforts, and having enabled us to improve our provision in the past and to help keep us going this last year during the pandemic.

Helen Horseman

Kennington Youth Club AGM – 6 July 2021

Parish Councillors Remarks

Not a great year for organising anything ! But, from what I have been able to glean from attempting to keep track of various communications, KYC has been endeavouring, with some success to provide as wide and varied a programme for it's members regardless.

I would also comment that it is a testament to those of the “base” crew who manage to ensure that the relevant type and number of those in a supervisory role are in attendance when necessary.

Yet again I must make reference to the skill and tenacity with which the club appears to be able to extract grants and donations from, which to me if no one else, seem to be most unusual areas. For example, who knew that the police would be such a rich source of financial support ? It must be most gratifying for those involved to land such substantial sums which are vital to enable the club to carry out significant works for the benefit of the club.

All in all I think the club can give itself a fairly large pat on the back for the all round effort and level of success it has achieved over the last 12 months.

Looking forward it would seem that things may assume a new normal in the near future and allow the club to develop and renew the activities it offers for the benefit of the youth of Kennington

Martin