

GODALMING TOWN COUNCIL

REC'D 18 DEC 2017

Application for Grant Aid

1. Name of Voluntary Organisation SURREY YOUTH FOCUS

2. Contact Name, Address and Telephone Number CAROLINE MARTIN
ASTOLAT, CONIERS WAY, NEW INN LANE, BURPHAM
GUILD FORD GU4 7HL

3. Details of Organisation; is it

- a) A Charity?
- b) A Trust?
- c) A Private Limited Company?
- d) Affiliated to any National Body?
- e) Any other official registration? COMPANY LIMITED BY GUARANTEE

4. What are the aims and objectives of the Organisation? TO SIGNIFICANTLY IMPROVE
THE LIVES OF YOUNG PEOPLE WITHIN SURREY. WE INNOVATE, BROKER
AND COLLABORATE ON PROJECTS TO ADDRESS THESE NEEDS

5. Apart from general fund raising events, does the Organisation obtain revenue from any direct trading activity? If YES, please provide full details.

WE RECEIVE GRANT AND CONSULTANCY INCOME TO UNDERTAKE
THESE PROJECTS

6. Please state size of membership and annual subscription levels of Organisation. 60

YOUTH FOCUSED ORGANISATIONS ARE MEMBERS PAYING FEES OF £60-£500

7. Please enclose the following information as applicable to your Organisation:-

- a) Constitution or aims
- b) Copy of accounts (these will not be required for a new organisation)
- c) Copy of budget for current financial year
- d) Copy of last annual report to members (this will not be required for a new organisation)

8. If not included in the annual report enclosed, please provide details of your Organisation's activities over the past year, with particular reference to any special projects undertaken or planned.

IN ANNUAL REPORT

9. a) For what specific project are you now seeking financial assistance from the Town Council; please provide details.

^{SEE}
PLEASE SEE ATTACHED SHEET

- b) Specify
- Total Estimated Cost £ 3 785.0
 - Amount already available £
 - Amount expected to be available at commencement £
 - Dates scheduled to commence and finish 1/1/18 to 30/6/18

10. Are you applying for or have you already received other financial assistance for this project? Please provide details:-

Body	Amount Applied For	Amount Received
SCC MEMBER ALLOWANCE	£1000.0	04777AMPING
HAYLEMER TOWN COUNCIL	BALANCE	1

11. What level of financial assistance are you seeking from Godalming Town Council? State:

a) Amount £ 1500

- b) Whether you have received a previous grant from the Town Council

- Amount £
- Date N/A
- Project

12. What benefits do you anticipate will be derived by the Godalming Community from your project?

PLEASE SEE ATTACHED SHEET

I submit this application on behalf of the stated Organisation and believe all statements made or enclosed to be true.

Signed DN Halliwell Date 14/12/2017

Capacity in which signed FINANCE MANAGER

Complete and return to: The Town Clerk, Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey, GU7 1HT.

Please note that financial information provided may be discussed in a public forum.

Andy Jeffery

From: Andy Jeffery
Sent: 15 December 2017 16:20
To: 'David'; stef.reynolds@gmail.com
Cc: David Halliwell; Su Freeman
Subject: RE: FW: Application for Grant Aid from Surrey Youth Focus

Hi David

Many thanks for your responses they are most helpful, the application will be taken to the next grants meeting to be held on 18 January 2018. We will of course inform you of the council's decision as soon as possible after the meeting.

regards

Andy Jeffery
Acting Town Clerk
Godalming Town Council
01483 523112



Godalming Town Council, Municipal Buildings, Bridge Street, Godalming, Surrey GU7 1JF
www.godalming-tc.gov.uk



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From: David [mailto:david@thehalliwellfamily.co.uk]
Sent: 15 December 2017 15:02
To: Andy Jeffery <operations@godalming-tc.gov.uk>; stef.reynolds@gmail.com
Cc: David Halliwell <david.halliwell@surreyyouthfocus.org.uk>; Su Freeman <Su.Freeman@surreyyouthfocus.org.uk>
Subject: Re: FW: Application for Grant Aid from Surrey Youth Focus

David Halliwell
07817 327245

Hello Andy

I am not in at work until after the New Year now but picked up your very rapid response and will try to reply. Su Freeman (copied) who is the moving spirit behind our Youth Social Action work may be able to give you more detail next week. My responses are in red against each of your queries.

Hi David

Thank you for your application, just a few questions to inform councillors.

Firstly what is the implementation time scale, this is fairly important as I'm sure you will understand we do receive more applications than available funding and as we get towards year end the available funds are even more limited. Our proposed timescale for making all the arrangements and conducting the actual Youth Soup event are in the first 6 months of next year. As stated in the request we have money promised from Haslemere Town and are very hopeful of money from Cllr Martin's SCC member allowance (he has said £1, 000 but obviously this need to go through the relevant process - we have submitted the forms). Receipt/confirmation of money is one factor affecting timing, the other is the arrangements to get school and youth groups involved where we need to work these organisations so that the Youth Soup can be built into their busy timetables. We think we can probably do it at the end of the school Spring term or the start or end of the summer term though the former would be better, Our experience (gained from running a half dozen of such events over the last year) is that it all ways takes longer to make the arrangements than one might like - hence the somewhat flexible proposed timescales.

Other questions are:

What is the USP of Surrey Youth Focus which isn't already provided by other agencies (Surrey Family Services, Waverley Borough Council, Schools, Other youth groups such as Scouts, Church Projects, DofE etc) within the Godalming area. We don't believe that any other organisation provides the collaborative service that we do. Each on their own undertakes and delivers valuable services but we specialise in enabling people to work together. Surrey Youth Focus is a member organisation (many of the Youth groups that you mention are members) and we are able to bring together these (and other) organisations so that our projects deliver the maximum benefit. This is recognised by many authorities including Surrey County Council who cover some of our costs via a (continuing) grant - one of the very few left in the county. Just to be clear, a Youth Soup is an event where groups of young people (from schools, youth clubs etc.) put together their own ideas for projects in social action e.g. to improve their local communities. We facilitate, organise, make arrangements, support and monitor, but we do not tell them what to do - the ideas come from them.

What is the typical age range of those who engage with SYF on this type of scheme. Youth Social action and Youth Soups typical engages with the 12-18 age range. The majority of attendees are 13-16.

Do you have an evidence base from existing agencies, Surrey Police, SCC or WBC that there is a need for this particular type of engagement within the Godalming area. We know from survey evidence that Youth Social action in Surrey is less than the country average and that more young people would participate if given the opportunity. We did a recent piece of work for the Police and Crime Commissioner which showed (from a survey of 2000) that young people wanted to be more involved in activities that benefited their communities. This was across the county though inhabitants of Waverley borough were very well represented in this. Generally, we have the support of SCC, the Police and most of the local borough councillors in facilitating Youth Social Action.

Of those who typically engage within this type of scheme what are the percentage of disadvantaged/difficult to reach youngsters who engage in the project. This can depend upon region as one of the issues for these groups is actually having access to and being able to participate in Youth Social Action (issues such as parental approval to attend a Youth Soup - some parents sadly just can't be bothered/are unable to respond to such requests). At our recent Farnham Soup we have one such group from Sandy Hills where these sorts of issues were very prevalent despite the children being very keen to participate. In these circumstances we try to work with the group to overcome the obstacles as best we can. The Seed funding, whilst only £20 a group, can make a big difference.

Which, if any, access groups such as local schools etc are signed up to allow SYF to engage with young persons from the Godalming Area. We approach schools and local youth groups on a case by case basis once we are sufficiently confident that we can run the Soup event. As mentioned above this can be quite a time consuming process involving presentations to schools. We have a list of local schools and other youth groups in the area (noting that the proposed event is to cover Haslemere as well) and will be approaching them shortly to establish contact where we do not already so have.

Are there any measurable outcomes of the project We certainly measure the number of Young People participating; those additionally exposed to the concept and also whether their individual projects have been successful or not (this is the 3 month monitor/evaluation point mentioned in our plan), We also collect data on why participants took part and what they hope to gain from it.

What is the duration of the project and how are any benefits from it maintained. As mentioned above the timescales are quite flexible. The core length of the project is about 3 months - this allows enough time to get the individual groups (from schools or youth organisations) set up[and ready, and to hold the actual Soup event. There is then the 3 month monitor and evaluation period. We see whilst not all the participants will remain involved with Youth Social action; enough of them do and this is how the benefit to society is maintained; aside from the benefits that come out of the individual groups projects.

Looking forward to hearing from you.

Best regards

Andy Jeffery
Acting Town Clerk
Godalming Town Council
01483 523112



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From: Godalming Town Council | Town Clerk
Sent: 14 December 2017 14:33
To: Andy Jeffery <operations@godalming-tc.gov.uk>
Subject: FW: Application for Grant Aid from Surrey Youth Focus

From: David Halliwell
Sent: 14 December 2017 14:32:20 (UTC) Dublin, Edinburgh, Lisbon, London
To: Godalming Town Council | Town Clerk
Subject: Application for Grant Aid from Surrey Youth Focus

Dear Sir/Madam

Please find enclosed an application form from Surrey Youth Focus for Grant Aid together with associated attachments. Unfortunately, we were unable to scan the application form so this is included as two pictures; the original is in the post to you. Please do let me know if you need any of the attachments in paper form. I have taken the liberty of including a Project description which gives full detail on our proposed project, costs and funders.

Kind regards

David Halliwell MA C Eng C ITP – Finance Manager - 01483 453962 or 07817 327245

David.Halliwell@surreyyouthfocus.org.uk



SURREY YOUTH FOCUS

Championing; Inspiring; Empowering

Sharing perspective; Generating action

www.surreyyouthfocus.org.uk

[@SurreyYF](https://twitter.com/SurreyYF)

Company Limited by Guarantee No: 7531644 Registered Charity No: 1140934

Astolat, Coniers Way, New Inn Lane, Burpham, GUILDFORD GU4 7HL



SURREY YOUTH FOCUS

C H A M P I O N I N S P I R E E M P O W E R

Project and Need

Youth Social Action is a unique project as it inspires young people to take ownership of a problem in their local community and do something about it. Thus creating not only a community lead solution to a problem, but empowered young people as responsible citizens of the future.

This project is to give local young people from across Waverley (but in particular areas around Haslemere and Godalming) a voice on issues in their community. In particular we will undertake the following:

- 1) Youth Practitioners and Teachers briefing - this twilight session introduces "Youth Social Action" exploring the benefits and giving examples of the positive impact it has had on young people's lives. This session also enables professionals to network and identify other potential collaborations.
- 2) Interactions with young people - we provide support and resources for sessions with young people whether they are in a school setting or a youth club. In the past this has included running workshops, tutor sessions, assemblies etc - the support package will be decided at the briefing and based on need. The outcome of these sessions would be issues identified and a project plan initiated
- 3) Interactions with community groups and service providers - we are keen to engage with local service providers to hear the voice of young people and ensure young people have access to appropriate support for their projects (e.g. a sports related project - supported by leisure services/active surrey)
- 4) Youth Soup event - arrange venue, catering, logistics, attendance list and compering
- 5) Seed funding for young people's projects - to help kick start their plan e.g. photocopy posters etc plus a Star prize to be chosen by the Youth Soup audience on the night for the most inspiring project
- 6) Follow up and case studies - 3 months after the event

We cannot tell at this stage what issues your young people will feel passionately about and how they want to address them, but to give you an example from other YSA projects in Surrey we have had park tidy ups to stop antisocial behaviour, anti bullying campaigns, mental health apps to name a few. We have been working with schools to embed this as part of their PSHE and now the DfE has announced Youth Social Action can be used as part of a young person's work experience.

We have spoken to young people, youth workers and have approached schools to take part. There is a huge interest in this project. We have successfully run a number of these projects

in various boroughs around Surrey. At our last such in Guildford, Cllr Peter Martin and Haslemere Town Mayor Malcolm Carter were present and suggested that an event specific to Waverley and in particular the areas around Godalming and Haslemere would be most welcome. Subsequently they have indicated that they could provide some funding towards the costs and thus we are requesting similar funding from yourselves to complete the picture. Details are shown below.

Costings and Funding

Total costs are £3, 785

This covers project management, workshop costs, event costs, soup (!!), seed funding for the young people, broken down as follows.

- 1) Youth Practitioners and Teachers briefing - this twilight session introduces "Youth Social Action" exploring the benefits and giving examples of the positive impact it has had on young people's lives. This session also enables professionals to network and identify other potential collaborations. (2 days to identify key contacts, engage, co-ordinate briefing and deliver = £500)
- 2) Interactions with young people - we provide support and resources for sessions with young people whether they are in a school setting or a youth club. In the past this has included running workshops, tutor sessions, assemblies etc - the support package will be decided at the briefing and based on need. The outcome of these sessions would be issues identified and a project plan initiated (6 days available = £1500)
- 3) Interactions with community groups and service providers - we are keen to engage with local service providers to hear the voice of young people and ensure young people have access to appropriate support for their projects (e.g. a sports related project - supported by leisure services/active surrey) (1 day = £250)
- 4) Youth Soup event - arrange venue, catering, logistics, attendance list and compering (4 days = £1000)
- 5) Seed funding for young people's projects - to help kick start their plan e.g. photocopy posters etc (£20per group x 6 = £120 plus a Star prize £40 to be chosen by the Youth Soup audience on the night for the most inspiring project = total £160)
- 6) Follow up and case studies - 3 months after the event (1.5 days = £375)

We have been promised money from Haslemere Town Charity and we have applied for a members allowance from Cllr Martin as well. To some extent, after a minimum cost of £3, 000, we can shape the event depending upon money available. We believe that an ideal cost is £3, 785 which allows us to plan, produce and follow-up with a good set of young people and their ideas.

From Godalming Town Council we seek the sum of £1, 500.

THE COMPANIES ACTS 2006
COMPANY LIMITED BY GUARANTEE

MEMORANDUM AND ARTICLES OF ASSOCIATION

OF

SURREY YOUTH FOCUS

COMPANY NUMBER 7531644

HHCS

Little Daux Farm
East Street
Billingshurst
West Sussex
RH14 9DB
T: 01403 784800
Ref: HLH/ CH00004-1

THE COMPANIES ACT 2006
COMPANY LIMITED BY GUARANTEE
MEMORANDUM OF ASSOCIATION
OF
SURREY YOUTH FOCUS

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Authentication by each subscriber
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DAVID CHARLES HYPHER
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ELAINE ANNE TISDALL
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SUSAN JANE WILSON
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...Dated:.....

THE COMPANIES ACT 2006

COMPANY LIMITED BY GUARANTEE

ARTICLES OF ASSOCIATION

OF

SURREY YOUTH FOCUS

1. The Company's name is SURREY YOUTH FOCUS

(and in this document it is called the "Charity").

2. INTERPRETATION

In the Articles:

- "address"** means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the Charity;
- "the Articles"** means the Charity's articles of association;
- "the Charities Act"** means the Charities Act 1993, as amended by Charities Act 2006;
- "the Charity"** means the company intended to be regulated by the Articles;
- "clear days"** in relation to the period of a notice means a period excluding:
- the day when the notice is given or deemed to be given; and
 - the day for which it is given or on which it is to take effect
- "the Commission"** means the Charity Commission for England and Wales;
- "Companies Acts"** means the Companies Acts (as defined in Section 2 of the Companies Act 2006) insofar as they apply to the Charity;
- "conflicts of interest"** means any interest of a Director (or person connected to a Director) that conflicts, or may conflict, with the

interests of the Charity and includes a conflict of interest and duty and conflict of duties;

“connected person” for the purposes of restriction on remuneration means any of the following:

- a) any parent, child (including stepchild or illegitimate child), brother, sister, grandparent or grandchild of a Director;
- b) the spouse or civil partner of a Director or of any person in (a), including anyone living as the spouse or civil partner of any of the above;
- c) any person carrying on business in partnership with a Director or any person in a) to b) above
- d) any institution which is controlled either by a Director alone or in combination with any one or more of the persons in a) to c) above
- e) any body corporate in which a Director, either alone or in combination with any one or more of the persons in a) to c) above, holds more than 20% of the share capital or more than 20% of the voting rights in the body corporate.

Any person who is a connected person in relation to any Director is referred to in these Articles as 'connected' to that Director;

“the Directors” means the directors of the Charity. The directors are charity trustees as defined by Section 97 of the Charities Act 1993 and 'Director' means any one of them;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value;

“the Memorandum” means the charity's memorandum of association;

“the Seal” means the common seal of the Charity if it has one;

“secretary” means any person appointed to perform the duties of the secretary of the Charity;

“the United Kingdom” means Great Britain and Northern Ireland; and

Words importing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires words or expressions contained in the Articles

have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the Charity.

Apart from the exception mentioned in the previous paragraph, a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

3. LIABILITY OF MEMBERS

3.1. The liability of the members is limited.

3.2. Every member of the Charity promises, if the Charity is dissolved while he or she or it is a member or within twelve months after he or she or it ceases to be a member, to contribute such sum (not exceeding £10) as may be demanded of him or her or it towards the payment of the debts and liabilities of the Charity incurred before he or she or it ceases to be a member, and of the costs, charges and expenses of winding up, and the adjustment of the rights of the contributories among themselves.

4. OBJECTS

The Charity's objects ('Objects') are specifically restricted to the following:

“to promote good practice and the efficiency and effectiveness of its member organisations for the benefit of young people primarily in Surrey, and the efficient application of resources for charitable purposes for the benefit of young people by associating such members in a common effort to educate young people, without distinction of sex, sexuality, disability, race or political or religious opinion, so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their full quality of life may be improved, by supporting and strengthening the work of its members, and by ensuring that the young people's voice, concerns and issues are represented wherever it is most appropriate”.

5. POWERS

The Charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the Charity has power:

5.1 to co-ordinate, promote and develop the work of the voluntary youth service organisations in membership by exchanging information and experience in order to combine efforts and share resources and exchange same with other bodies having similar purposes, including acting in a brokerage role and as an infrastructure organisation;

5.2 to develop the work of the voluntary youth service organisations by identifying areas of need, and promoting and developing suitable initiatives;

5.3 to act as a voice and a champion for the voluntary youth service organisations, represent their views and be a consultative body;

5.4 to work in partnership with the public, private and voluntary sectors and others to meet the needs of all young people through the provision of good youth services;

- 5.5 to encourage member organisations to provide opportunities for young people to participate in decision making;
- 5.6 to enter into membership of the National Council for Voluntary Youth Services;
- 5.7 to encourage high standards in all youth work/services for young people undertaken by the voluntary sector;
- 5.8 to promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the results thereof;
- 5.9 to arrange and provide for or join in arranging and providing for, the holding of exhibitions, meetings, lectures, seminars and training courses;
- 5.10 to procure to be written and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents, films, or electronic communication as shall further the Objects;
- 5.11 to raise funds and to invite and receive contributions from any person or persons whatsoever by way of fees, subscriptions, donations, contributions, legacies, grants, licence fees, appeals for funds or any other lawful method, and to accept and receive any gifts or property of any description, whether subject to a special trust or not. Provided always that any moneys so received by the Charity shall be used or applied by the Charity for or towards its charitable Objects and in relation to any contributions subject to any special trusts or conditions the Charity shall hold and apply the same in accordance with the trusts and conditions on which they were transferred and shall only deal with or invest the same in such manner allowed by law, having regard to such trusts;
- 5.12 to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and any rights or privileges which the Charity may think necessary for the promotion of the Objects, to manage and improve such property and to provide, construct, maintain, alter and equip any facilities, buildings or erections necessary or conducive to the Objects (subject to such consents as may be required by law);
- 5.13 to exchange, let on lease or otherwise, mortgage, charge, sell, dispose of, turn to account, manage and improve all or any part of the property or assets of the Charity and to exercise any rights, privileges or advantages, easements or other benefits attached to such property or assets and to undertake, maintain, execute and do all such lawful acts, matters and things as the Charity may be obliged or required or ought to do as the owner of such property or assets or to otherwise deal with any of the property and rights of the Charity as may be necessary or conducive to the Objects. In exercising this power, the Charity must comply as appropriate with sections 36 and 37 of the Charities Act;
- 5.14 to borrow and raise money and to enter into any derivative arrangement relating to such borrowing; to charge the whole or any part of the property belonging to the Charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The Charity must comply as appropriate with sections 38 and 39 of the Charities Act 1993, if it wishes to mortgage land;

- 5.15 to co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
- 5.16 to establish, support, subsidise, promote, co-operate or federate with, affiliate or become affiliated to, act as trustees or agents for, or manage or lend money or other assistance to, or aid in the establishment or support of, any charitable trusts, associations, institutions, societies or companies established for charitable purposes only;
- 5.17 to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charitable trusts, associations, institutions, societies, companies, social enterprises or voluntary bodies with similar charitable purposes;
- 5.18 in exchange for full consideration, and subject to part V of the Charities Act, to grant licences or make any disposition of the property or assets of the Charity to a trading company formed and operated for a purpose of benefiting the Charity, provided that the Charity shall not undertake any permanent taxable trading activity and must comply with relevant statutory regulations. No licence or disposition shall be of such a nature or scope as to make improper or excessive use of the property or other assets of the Charity for non-charitable purposes;
- 5.19 to draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts in the name of the Charity;
- 5.20 to lend and advance money or give credit on any terms and with or without security to any person, firm or company, including a trading company formed and operated in accordance with Article 5.18, to enter into guarantees, contracts of indemnity and suretyships of all kinds, to receive money on deposit or loan upon any terms and to secure or guarantee in any manner and upon any terms the payment of any sum of money or the performance of any obligation by any person, firm or company;
- 5.21 to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
- 5.22 with respect to investments to:
- 5.22.1 deposit or invest funds;
 - 5.22.2 employ a professional fund manager; and
 - 5.22.3 arrange for the investments or other property of the Charity to be held in the name of a nominee;
- in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
- 5.23 to employ and remunerate such staff as are necessary for carrying out the work of the Charity. The Charity may employ or remunerate a Director only to the extent it is permitted to do so by Article 6 and provided it complies with the conditions in that Article;

- 5.24 subject to Article 6, to grant pensions, allowances and gratuities to past or present officers or servants of the Charity or to the dependants of such persons and to establish and maintain or participate in trust funds or schemes (whether contributory or non-contributory) for providing pensions or other benefits for any such persons mentioned above;
- 5.25 to insure at the expense of the Charity and arrange insurance cover for and to indemnify its officers, staff, voluntary workers and members from and against all such risks incurred in the course of their duties as may be thought fit and in relation to the Directors (or any of them) so far as is permitted by Article 5.26.
- 5.26 to provide indemnity insurance for the Directors in accordance with Article 6 below;
- 5.27 to insure the Charity and the Charity's property against such risks as the Directors shall consider it prudent or necessary to insure against;
- 5.28 to pay out of the funds of the Charity the costs of forming and registering the Charity both as a company and as a charity.

6 APPLICATION OF INCOME AND PROPERTY

- 6.1 The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- 6.2 A Director is entitled to be reimbursed from the property of the Charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- 6.3 A Director may benefit from trustee indemnity insurance cover purchased at the Charity's expense in accordance with, and subject to the conditions in, section 73F of the Charities Act.
- 6.4 A Director may receive an indemnity from the Charity in the circumstances specified in Article 38.
- 6.5 None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving:
 - 6.5.1 a benefit from the Charity in the capacity of a beneficiary of the Charity;
 - 6.5.2 reasonable and proper remuneration for any goods or services supplied to the Charity.
- 6.6 Any Director for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her when instructed by other members of the Board of Directors to act in a professional capacity on behalf of the Charity provided that at no time shall a majority of the Directors benefit under this provision and that the Director in question shall withdraw from any meeting at which his or her own instruction, or that of his or her firm, is under discussion.

6.7 Subject to Article 6.6 above, no Director or connected person may buy goods or services from the Charity on terms preferential to those applicable to other members of the public, or sell goods or services to the Charity or receive remuneration, or receive any other financial benefit from the Charity.

6.8 In Articles 6.2 – 6.7:

“Charity” shall include any company in which the Charity:

- holds more than 50% of the shares; or
- controls more than 50% of the voting rights attached to the shares; or
- has the right to appoint a majority of the Directors to the board of the company.

7 MEMBERS

7.1 The members are:

7.1.1 the subscribers to the Memorandum;

7.1.2 the Directors for the time being of the Charity;

7.1.3 such organisations as apply to the Charity for membership in the categories listed in Article 8 and are approved by the Directors.

7.2 Membership is not transferable.

7.3 The Directors must keep a register of names and addresses of the members.

8 CLASSES OF MEMBERSHIP

8.1 The classes of membership are as follows:

8.1.1 Full membership with full voting rights

8.1.2 Partners with no voting rights

8.1.3 Associates with no voting rights.

8.2 Full membership shall be open to any Registered Charity, Voluntary Youth Organisation, Youth Social Enterprise or Sports Body that provides or wishes to provide services for or involving young people in the County of Surrey and which furthers the objectives of the Charity (Surrey Youth Focus) and which has paid the Annual Subscription for full members as laid down from time to time by the Directors. {This clause was modified by a resolution at the AGM on 23 September 2014 and again at the AGM of 16th September 2015 and again at the AGM of 23rd November 2016}.

8.3 Partner membership shall be open to any body within the statutory sector which furthers the objects of the Charity and which has paid the Annual Subscription for

Partner members as laid down from time to time by the Directors. {This clause was modified by a resolution at the AGM on 23rd November 2016}.

- 8.4 Associate membership shall be open to any body or organisation within the private sector which furthers the Objects of the Charity and which has paid the Annual Subscription for Associate members as laid down from time to time by the Directors. {This clause was modified by a resolution at the AGM on 23rd November 2016}.
- 8.5 Other classes of membership may be established from time to time by the Directors, but such classes shall not be full members, nor have full voting rights.
- 8.6 The Directors may not directly or indirectly alter the rights or obligations attached to a class of membership.
- 8.7 The rights attached to a class of membership may only be varied if:
- 8.7.1 three-quarters of the members of that class consent in writing to the variation;
or
- 8.7.2 a special resolution is passed at a separate general meeting of the members of that class agreeing to the variation.
- 8.8 The provisions in the Articles about general meetings shall apply to any meeting relating to the variation of the rights of any class of members.

9 APPLICATION FOR MEMBERSHIP

- 9.1 Organisations may apply to the Charity for membership within one of the categories in Article 8, in the form required by the Directors.
- 9.2 Such applications will be determined by the Directors, although applications may be considered and approved by a sub-committee of Directors, subject to final ratification by the full Board of Directors.
- 9.3 When refusing an application:
- 9.3.1 The Directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Charity to refuse the application.
- 9.3.2 The Directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- 9.3.3 The Directors must consider any written representations the applicant may make about the decision. The Directors' decision following any written representations must be notified to the applicant in writing but shall be final.

10 TERMINATION OF MEMBERSHIP

Membership is terminated if:

- 10.1 the member organisation ceases to exist;

- 10.2 the member ceases to be a Director;
- 10.3 the member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- 10.4 any sum due from the member organisation to the Charity is not paid in full within six months of it falling due;
- 10.5 the member or member organisation is removed from membership by a resolution passed by at least two-thirds of the members entitled to vote. A resolution to remove a member from membership may only be passed if:
 - 10.5.1 it is considered to be in the best interests of the Charity to remove such member from membership;
 - 10.5.2 the member has been given at least twenty-one days' notice in writing of the meeting at which the resolution will be proposed and the reasons why it is to be proposed;
 - 10.5.3 the member or, at the option of the member, the members' representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

11 GENERAL MEETINGS

- 11.1 The Charity must hold its first annual general meeting within eighteen months after the date of its incorporation.
- 11.2 All subsequent annual general meetings shall be held within eight months of the end of the Charity's financial year.
- 11.3 The Directors shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- 11.4 The Directors may call a general meeting at any time.

12 NOTICE OF GENERAL MEETINGS

- 12.1 The minimum periods of notice required to hold a general meeting of the Charity are:
 - 12.1.1 **twenty-one** clear days for an annual general meeting or a general meeting called for the passing of a special resolution;
 - 12.1.2 **fourteen** clear days for all other general meetings.
- 12.2 A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.
- 12.3 The notice must specify the date time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting

out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and Article 15.2.

- 12.4 The notice must be given to all the members and to the Directors and auditors.
- 12.5 The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the Charity.

13 PROCEEDINGS AT GENERAL MEETINGS

- 13.1 No business shall be transacted at any general meeting unless a quorum is present.
- 13.2 A member shall not be counted in the quorum on any matter on which they are not entitled to vote.
- 13.3 A quorum is:
 - 13.3.1 **ten** members present in person or by proxy and entitled to vote upon the upon the business to be conducted at the meeting; or
 - 13.3.1 **one tenth** of the total membership at the time, whichever is the greater.
- 13.4 The authorised representative of a member organisation shall be counted in the quorum.
- 13.5 In respect of a quorum, if:
 - 13.5.1 a quorum is not present within half an hour from the time appointed for the meeting; or
 - 13.5.2 during a meeting a quorum ceases to be present;the meeting shall be adjourned to such time and place as the Directors shall determine.

14 CHAIRING MEMBERS' MEETINGS

- 14.1 Before any other business is transacted at a general meeting, the persons present shall appoint a chairman of the meeting. Notwithstanding the election of a Chairman of Directors, the members may invite the President or Vice-President to chair the meeting.
- 14.2 If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting a Director nominated by the Directors shall chair the meeting.
- 14.3 If there is only one Director present and willing to act, he or she shall chair the meeting.
- 14.4 If no Director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and

entitled to vote must choose one of their number to chair the meeting.

15 VOTES OF MEMBERS

- 15.1 Subject to Article 8, every member, whether an individual or an organisation, shall have one vote.
- 15.2 A member may appoint another person as his proxy to exercise all or any of his or her rights and to speak and vote at members' meetings of the Charity.
- 15.3 Each full member organisation shall be entitled to appoint up to two representatives to attend formally constituted meetings of the Charity. Notwithstanding this, the member organisation shall only be entitled to **one** vote.
- 15.4 Each full member organisation shall notify the Charity of the name of its representative or representatives. The representative or representatives shall not be entitled to represent the organisation at any meeting unless the notice has been received by the Charity. The representative or representatives may continue to represent the organisation until written notice to the contrary is received by the Charity. If either of the representatives resign from or otherwise leave the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
- 15.5 Any notice given to the Charity will be conclusive evidence that a representative is entitled to represent the organisation or that his or her authority has been revoked. The Charity shall not be required to consider whether the representative has been properly appointed by the organisation.
- 15.6 A resolution put to the vote at a meeting shall be decided on a show of hands unless a poll is called for.
- 15.7 Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

16 POLLS

- 16.1 Any vote at a meeting shall be decided by a show of hands unless, before or on the declaration of the result of the show of hands, a poll is demanded:
 - 16.1.1 by the person chairing the meeting; or
 - 16.1.2 by at least two members present in person or by proxy and having the right to vote at the meeting; or
 - 16.1.3 by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.
- 16.2 The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.

- 16.3 The result of the vote must be recorded in the minutes of the charity but the number or proportion of votes cast need not be recorded.
- 16.4 Withdrawing a demand:
- 16.4.1 a demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
- 16.4.2 if the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.
- 16.5 A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.
- 16.6 The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- 16.7 A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.
- 16.8 A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs, subject to being taken within thirty days after it has been demanded.
- 16.9 If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.
- 16.10 If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

17 CONTENT OF PROXY NOTICES

- 17.1 Proxies may only validly be appointed by a notice in writing (a "proxy notice") which –
- 17.1.1 states the name and address of the member appointing the proxy;
- 17.1.2 identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- 17.1.3 is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the Directors may determine; and
- 17.1.4 is delivered to the Charity in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.

- 17.2 The Charity may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- 17.3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- 17.4 Unless a proxy notice indicates otherwise, it must be treated as –
 - 17.4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions to put to the meeting; and
 - 17.4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

18 DELIVERY OF PROXY NOTICES

- 18.1 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Charity by or on behalf of that person.
- 18.2 An appointment under a proxy notice may be revoked by delivering to the Charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 18.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 18.4 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

19 ADJOURNED MEETINGS

- 19.1 If a meeting is adjourned because of a lack of a quorum, or by resolution of the members, the Directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- 19.2 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting, the members present in person or by proxy at that time shall constitute the quorum for that meeting.
- 19.3 The members present in person or by proxy at a meeting may resolve during the meeting, by ordinary resolution, that the meeting shall be adjourned.
- 19.4 The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
- 19.5 No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.

20 WRITTEN RESOLUTIONS

- 20.1 A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:
- 20.1.1 a copy of the proposed resolution has been sent to every eligible member;
 - 20.1.2 in the case of a special resolution, it must state in the written resolution that it is to be passed by means of a special resolution;
 - 20.1.3 a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and
 - 20.1.4 it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.
- 20.2 A resolution in writing may comprise several copies to which one or more members have signified their agreement.
- 20.3 In the case of a member that is an organisation, its authorised representative may signify its agreement.

21 PATRONS, PRESIDENT AND VICE-PRESIDENTS

- 21.1 At the annual general meeting of the Charity the members may invite and elect a President and a Vice-President or Vice-Presidents.
- 21.2 For the avoidance of doubt, no President or Vice-President shall be Directors or members of the Charity.

22 DIRECTORS

- 22.1 A Director must be a natural person aged 16 years or older.
- 22.2 No one may be appointed a Director if he or she would be disqualified from acting under the provisions of Article 26.
- 22.3 The first Directors shall be those persons notified to Companies House as the first directors of the Charity
- 22.4 The number of Directors shall be not less than **six** and not more than **fifteen** with there being a mix of independent individuals and representatives of member organisations as determined by the board to best reflect the current needs of the Charity. {This clause was modified by a resolution at an Extraordinary General Meeting on 17th January 2017}.
- 22.5 Within the limits expressed in Clause 22.4, the Directors shall comprise:

22.5.1 at least three and not more than ten individuals;

22.5.2 at least three and not more than ten persons who are representatives of member organisations;

all of whom shall be appointed in accordance with Clauses 24 and 25. {This clause was modified by a resolution at an Extraordinary General Meeting on 17th January 2017}.

22.6 A Director may not appoint an alternate Director or anyone to act on his or her behalf at meetings of the Directors.

23 POWERS OF DIRECTORS

23.1 The Directors shall manage the business of the Charity and may exercise all the powers of the Charity unless they are subject to any restrictions imposed by the Companies Acts, the Charities Act, the Articles or any special resolution.

23.2 No alteration of the Articles or any special resolution shall have retrospective effect to invalidate any prior act of the Directors.

23.3 Any meeting of Directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Directors.

23.4 Any bank account in which any part of the assets of the Charity is deposited shall be operated by the Directors and shall indicate the name of the Charity.

24 APPOINTMENT OF DIRECTORS

24.1 A Director shall be appointed for a term of three years, but may be re-elected, subject to a maximum of two terms of office, or six years in total.

25.2 Thereafter a Director shall not be eligible for re-appointment until one year after his or her retirement. In this Article 25.2 a "year" means the period between one annual general meeting and the next.

25.3 A Director shall be appointed either:

25.3.1 by ordinary resolution of the members at general meeting; or

25.3.2 by the Board of Directors.

25.4 No person may be appointed a Director at any general meeting unless:

25.4.1 he or she is recommended for election or re-election by the Directors; or

25.4.2 not less than fourteen nor more than thirty-five clear days before the date of the meeting, the Charity is given a notice that:

25.4.2.1 is signed by a member entitled to vote at the meeting;

25.4.2.2 states the member's intention to propose the appointment of a person as a Director;

- 25.4.2.3 contains the details that, if the person were to be appointed, the Charity would have to file at Companies House; and
 - 25.4.2.4 is signed by the person who is to be proposed to show his or her willingness to be appointed.
- 25.5 All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice or any resolution to be put to the meeting to appoint a Director.
- 25.6 The Directors may appoint a person who is willing to act to be a Director, provided that no more than one-third of the total number of Directors may be appointed by the remaining Directors.
- 25.7 A Director appointed by a resolution of the other Directors must retire at the next annual general meeting, although they may be re-appointed by the members.
- 25.8 The appointment of a Director, whether by the charity in general meeting or by the other Directors, must not cause the number of Directors to exceed any number fixed as the maximum number of Directors.
- 25.9 No person shall be entitled to act as a Director, whether on a first or on any subsequent entry into office until after signing a copy of the terms of reference for Directors which includes a declaration of his or her willingness to act in the interests of the Charity, and returning the signed copy to the Chairman.

26 DISQUALIFICATION AND REMOVAL OF DIRECTORS

- 26.1 A Director shall cease to hold office if he or she:
- 26.1.1 is subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 or if he or she ceases to be a Director by virtue of any provision in the Companies Acts;
 - 26.1.1 is disqualified from acting as a trustee by virtue of section 72 of the Charities Act (or any statutory re-enactment or modification of that provision);
 - 26.1.2 has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) he has not been discharged or the bankruptcy order has not been annulled or rescinded;
 - 26.1.3 has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
 - 26.1.4 ceases to be a member of the Charity;
 - 26.1.5 ceases to hold office or be a member of a member organisation;
 - 26.1.6 becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

- 26.1.7 resigns as a Director by notice to the Charity (but only if at least three Directors will remain in office when the notice of resignation is to take effect);
- 26.1.8 is absent without the permission of the Directors from all their meetings held within a period of six consecutive months and the Directors resolve that his or her office be vacated; or
- 26.1.9 fails to declare the nature of any direct or indirect interest in Charity business as required by Companies Acts or these Articles, and the Directors determine that their office shall be vacated.
- 26.2 Where, by virtue of these Articles, a person becomes disqualified from holding, or from continuing to hold, office as a Director, and he or she is, or is proposed to become, a Director, he or she shall upon becoming so disqualified give notice in hard copy or electronic form of that fact to the Charity.
- 26.3 In accordance with the Companies Acts, upon giving of special notice of twenty-eight clear days, the Charity may, by passing an ordinary resolution (and complying with the procedures set out in sections 168 and 169 of the Companies Act 2006), remove any Director before the end of his period of office notwithstanding anything in these Articles or any agreement between the Charity and the Director to the contrary.
- 26.4 The removal of a Director shall be without prejudice to and shall not affect any obligation or liability incurred by him or her or to which he or she was subject prior to their removal.

27 REMUNERATION OF DIRECTORS

- 27.1 Directors may be paid all reasonable and proper out of pocket travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of Directors or committees of Directors or members' meetings or otherwise in connection with the discharge of their duties, but shall otherwise be paid no remuneration unless it is authorised by Article 6.

28 PROCEEDINGS OF DIRECTORS

- 28.1 The Directors may regulate their proceedings as they think fit, subject to the provisions of the Articles.
- 28.2 The Directors shall hold at least two board meetings each year.
- 28.3 The Directors shall appoint a Director to chair their meetings and may at any time revoke such an appointment.
- 28.4 The Chairman shall act as chairman at meetings of Directors. If the Chairman is not present, the Directors present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- 28.5 The person appointed to chair meetings of the Directors shall have no functions or powers except those conferred by these Articles or delegated to him or her by the Directors.

- 28.6 Not less than fourteen days' notice shall be given of board meetings and the notice convening the meeting shall specify the time and location of the meeting and the nature of the business to be discussed.
- 28.7 A special meeting may be called at any time by any of the Directors upon not less than fourteen days' notice being given as above.
- 28.8 Meetings may be called at short notice with the agreement of all Directors.
- 28.9 Questions arising at a meeting shall be decided by a majority of votes.
- 28.10 In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
- 28.11 A meeting may be held by suitable electronic means agreed by the Directors in which each participant may communicate with all the other participants.
- 28.12 No decision may be made by a meeting of the Directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the Directors in which a participant or participants may communicate with all the other participants.
- 28.13 The quorum shall be **three** or the number nearest to **one-third** of the total number of Directors, whichever is the greater, or such larger number as may be decided from time to time by the Directors.
- 28.14 A Director shall not be counted in the quorum present when any decision is made about a matter upon which that Director is not entitled to vote.
- 28.15 If the number of Directors is less than the number fixed as the quorum, the continuing Directors or Director may act only for the purpose of filling vacancies, of calling a general meeting or of protecting the assets of the Charity.
- 28.16 A resolution in writing or in electronic form agreed by a simple majority of all the Directors entitled to receive notice of a meeting of Directors or of a committee of Directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the Directors or (as the case may be) a committee of Directors duly convened and held provided that:
- 28.16.1 a copy of the resolution is sent or submitted to all the Directors eligible to vote; and
- 28.16.2 a simple majority of Directors has signified its agreement to the resolution in an authenticated document or documents which are received at the registered office within the period of 28 days beginning with the circulation date.

28.17 The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more Directors has signified their agreement.

29 DELEGATION

29.1 The Directors may delegate any of their powers or functions to a committee of **two** or more Directors but the terms of any delegation must be recorded in the minute book.

29.2 The Directors may impose conditions when delegating, including the conditions that:

29.2.1 the relevant powers are to be exercised exclusively by the committee to whom they delegate or exclusively by the Directors on the committee where non-Directors are invited to attend;

29.2.2 no expenditure may be incurred on behalf of the Charity except in accordance with a budget previously agreed with the Directors.

29.3 The Directors may revoke or alter a delegation.

29.4 All acts and proceedings of any committees must be fully and promptly reported to the Directors.

29.5 Any person employed by the Charity may be invited to be in attendance at meetings of the Directors or any sub-committee and may take part in discussions at such meetings, but shall not be entitled to vote.

30 DECLARATION OF DIRECTORS' INTERESTS

30.1 Every Director has a duty to declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared.

30.2 A Director must absent himself or herself from any discussions of the Directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

30.3 This Article applies equally to connected persons.

31 CONFLICTS OF INTEREST

31.1 If a conflict of interests arises for a Director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles, the unconflicted Directors may authorise such a conflict of interest where the following conditions apply:

31.1.1 the conflicted Director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;

31.1.2 the conflicted Director does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting; and

31.1.3 the unconflicted Directors consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.

31.2 In this Article a conflict of interest arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a Director or to a connected person.

32 VALIDITY OF DIRECTORS' DECISIONS

32.1 Subject to Article 32.2, all acts done by a meeting of Directors, or of a committee of Directors, shall be valid notwithstanding the participation in any vote of a Director:

32.1.1 who was disqualified from holding office;

32.1.2 who had previously retired or who had been obliged by the constitution to vacate office;

32.1.3 who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise, if without:

32.1.3.1 the vote of that Director; and

32.1.3.2 that Director being counted in the quorum;

the decision has been made by a majority of the Directors at a quorate meeting.

32.2 Article 32.1 does not permit a Director to keep any benefit that may be conferred upon him or her by a resolution of the Directors or of a committee of Directors if, but for Article 32.1, the resolution would have been void, or if the Director has not complied with Article 30.

33 SEAL

33.1 If the Charity has a seal it must only be used by the authority of the Directors or of a committee of Directors authorised by the Directors. The Directors may determine who shall sign any instrument to which the seal is affixed and unless otherwise so determined it shall be signed in accordance with the Companies Acts.

34 MINUTES

34.1 The Directors must keep minutes of all:

34.1.1 appointments of officers made by the Directors;

34.1.2 proceedings at meetings of the Charity;

34.1.3 meetings of the Directors and committees of Directors including:

- 34.1.3.1 the names of the directors present at the meeting;
- 34.1.3.2 the decisions made at the meetings; and
- 34.1.3.3 where appropriate the reasons for the decisions.

34.2 The Directors shall ensure that minutes are made of all discussions and business transacted at meetings of the Directors and any sub-committees. Such minutes shall be read, confirmed and signed by the Chairman of the next subsequent meeting. The signed minutes shall be retained as a record with the company books

35 ACCOUNTS

35.1 The funds belonging to the Charity shall be applied only in furthering the Objects and in accordance with the provisions of the Financial Procedures Manual which must be reviewed and approved by Directors at least annually.

35.2 The Directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice. They must be audited or independently examined in accordance with the Companies Acts.

35.3 The Directors must keep accounting records as required by the Companies Acts.

36 ANNUAL REPORT AND RETURN

36.1 The Directors must comply with the requirements of the Charities Act with regard to the:

36.1.1 transmission of the statements of account to the Charity;

36.1.2 preparation of an Annual Report and its transmission to the Commission;

36.1.3 preparation of an Annual Return and its transmission to the Commission.

36.2 The Directors must notify the Commission promptly of any changes to the Charity's entry on the Central Register of Charities.

36.3 The Directors shall also comply with their obligations under the Companies Acts as to the preparation of an annual return and its transmission to the Registrar of Companies, together with all forms and resolutions as appropriate.

37 MEANS OF COMMUNICATION TO BE USED

37.1 Subject to the Articles, anything sent or supplied by or to the Charity under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Charity.

37.2 Subject to the Articles, any notice or document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by

the means by which that Director has asked to be sent or supplied with such notices or documents for the time being.

- 37.3 Any notice to be given to or by any person pursuant to the Articles must be either:
- 37.3.1 in writing; or
 - 37.3.2 in electronic form, as long as a such person has agreed to receive the notice in that form and has not, since the time of that agreement, indicated otherwise.
- 37.4 The Charity may give any notice to a member either:
- 37.4.1 personally; or
 - 37.4.2 by sending it by post in a prepaid envelope addressed to the member at his or her address; or
 - 37.4.3 by leaving it at the address of the member; by giving it in electronic form to a notified address;
 - 37.4.4 by placing the notice on a website and providing the member with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place, date and time of the meeting.
- 37.5 Any member who has received a notice, resolution or document from the Charity otherwise than in hard copy form, is entitled to require the Charity To send him a version of the notice, resolution or document in hard copy form as soon as reasonably practicable and, in any event, within 21 days of receipt of the request and the Charity may not make a charge for providing the notice, resolution or document.
- 37.6 A member who does not register an address with the Charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the Charity.
- 37.7 A member present in person at any meeting of the Charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.
- 37.8 Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- 37.9 Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
- 37.10 In accordance with section 1147 of the Companies Act 2006, notice shall be deemed to be given:
- 37.10.1 48 hours after the envelope containing it was posted; or
 - 37.10.2 in the case of an electronic form of communication, 48 hours after it was sent.

37.11 In calculating a period of hours for the purposes of sending notices, resolution or documents to members (but not for the purposes of clear days under Article 12), no account shall be taken of any part of a day that is not a working day.

38 INDEMNITY

38.1 Every Director, auditor, secretary or other officer of the Charity shall be entitled to be indemnified out of the assets of the Charity against all costs and liabilities incurred by them in relation to any proceedings (whether criminal or civil) which relate to anything done or omitted or alleged to have been done or omitted by him acting in his role, save that no Director, auditor, secretary or other officer of the Charity shall be entitled to be indemnified:

38.1.1 for any liability incurred by him to the Charity or any associated body corporate;

38.1.2 for any fine imposed in criminal proceedings;

38.1.3 for any sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature howsoever arising;

38.1.4 for any costs for which he has become liable in defending any criminal proceedings in which he is convicted and such conviction has become final;

38.1.5 for any costs for which he has become liable in defending any civil proceedings brought by the Charity or an associated body corporate in which a final judgment has been given against him; and

38.1.6 for any costs for which he has become liable in connection with any application under sections 144 or 727 of the Companies Act 1985 or section 661(3) or (4), and section 1157 of the Companies Act 2006 in which the court refuses to grant him relief and such refusal has become final.

39 RULES

39.1 The Directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the Charity.

39.2 The bye laws may regulate the following matters but are not restricted to them:

39.2.1 the admission of members of the Charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;

39.2.2 the conduct of members of the Charity in relation to one another, and to the Charity's employees and volunteers;

39.2.3 the setting aside of the whole or any part or parts of the Charity's premises at any particular time or times or for any particular purpose or purposes;

39.2.4 the procedure at general meetings and meetings of the Directors in so far as such procedure is not regulated by the Companies Acts or by the Articles;

39.2.5 generally, all such matters as are commonly the subject matter of company rules.

39.3 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.

39.4 The Directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the Charity.

39.5 The rules or bye laws shall be binding on all members of the Charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the Articles.

40 DISSOLUTION

40.1 The members of the Charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the Charity be applied or transferred in any of the following ways:

40.1.1 directly for the Objects; or

40.1.2 by transfer to any charity or charities for purposes similar to the Objects; or

40.1.3 to any charity or charities for use for particular purposes that fall within the Objects.

40.2 Subject to any such resolution of the members of the Charity, the Directors of the Charity may at any time before and in expectation of its dissolution resolve that any net assets of the Charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the Charity be applied or transferred:

40.2.1 directly for the Objects; or

40.2.2 by transfer to any charity or charities for purposes similar to the Objects; or

40.2.3 to any charity or charities for use for particular purposes that fall within the Objects.

40.3 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity) and if no resolution in accordance with Article 40.1 is passed by the members or the Directors the net assets of the Charity shall be applied for charitable purposes as directed by the Court or the Commission.

Amendments

This model is based on the Charity Commission model dated August 2010 with the following amendments:

Article	Amendments
Arts 5.1 to 5.10 Arts 5.18 to 5.20 Arts 5.24 to 5.25 Art 5.27	New powers, largely taken from existing constitution
Arts 5.11 to 5.14, Arts 5.16 to 5.17	Wording expanded
Art 6.8	"one or more" changed to "a majority of the" directors
Art 6.8	Connected persons now in definitions section at the beginning
Art 7.1	Existing directors automatically members
Art 10.1	Director automatically ceasing to be member once retire as director
Art 13.2	Conflicted member not counted in quorum
Art 20.1.2	Written special resolution must state that it is special resolution
Art 24.4	Additional provision re: bank account
Art 26.1	Additional reasons for disqualification of directors
Art 26.2	Notice of disqualification to charity
Art 26.3	Removal of directors by members
Art 26.4	Directors still subject to liability despite removal
Art 28.12	Additional action to be taken by less than quorate directors
Art 34.2	Additional wording
Art 36.3	Including returns to Companies House
Art 37.5	Right for members to request hard copy of notices
Art 37.11	Calculating notice periods
Arts 6.6, 8, 9.2, 11.2, 11.3, 14.1, 15.3, 15.4, 21, 25.1, 25.2, 25.6, 25.9, 28.2-28.6, 29.1, 29.5, 38.1	Taken from existing constitution

SURREY YOUTH FOCUS

Operating Budget For the period Apr 17-Mar 18

Income

Unrestricted

Surrey CC grant	£40,000.00
Member Subscription fees	£10,500.00
Member Other Income	£2,000.00
Other Unrestricted Income	£1,000.00
Grant Making Trusts	£0.00
Bank Interest	£200.00
Miscellaneous	£100.00
	£53,800.00

Restricted

YSA Projects	£15,000.00
Other Projects	£64,000.00
	£79,000.00

Total Income £132,800.00

Expenditure

Unrestricted

Staff Costs	£32,424.34
Travel Expenses	£1,300.00
Training (incl courses and fees)	£700.00
Forums and Meetings	£550.00
Office Charges	£3,500.00
IT and Telephones	£6,500.00
Equipment	£1,500.00
Post and Stationery	£1,300.00
Marketing	£800.00
Insurance	£700.00
Professional Fees	£1,500.00
Miscellaneous	£400.00
Membership Expenses	£450.00
	£51,624.34

Restricted

Recovered Staff Costs	£63,950.00
YSA Project Expenses	£2,250.00
Other Projects Expenses & Direct Costs	£12,800.00
	£79,000.00

Total Net Costs £130,624.34

SURPLUS/(DEFICIT)	£2,175.66
Restricted	£0.00
Unrestricted	£2,175.66



SURREY YOUTH FOCUS

Improving the lives of young people by supporting our members

C H A M P I O N I N S P I R E E M P O W E R

Annual Report and Financial Statements, 2016-17

For year ending: 31st March 2017

**Company Limited by Guarantee No 7531644
Registered charity no. 1140934**

Independent Examiner:

Anthony Kelly

Roffe Swayne

Ashcombe Court

Woolsack Way

Godalming

GU7 1LQ



**SURREY
YOUTH
FOCUS**

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Surrey Youth Focus
Administrative Information 31st March 2017
Company Limited by Guarantee No 7531644
Registered charity no. 1140934

REGISTERED ADDRESS

Astolat, Coniers Way
New Inn Lane Burpham
Guildford Surrey GU4 7HL

PRESIDENT

Michael More-Molyneux, Lord-Lieutenant of Surrey

VICE PRESIDENTS

John Walshe DL
David Hypher OBE DL

TRUSTEES

Independent Trustees

Lesley Myles MBE JP DL – Chairman
Bernard Stevens FCA - Treasurer &
Company Secretary
Nigel Biggs - Vice Chairman
Alec Sanderson
Carol Brannigan (until Oct 2016)

Young Trustees

Rhiannon Hopkin (until Oct 2016)
Laura-Jane Gravett (Until Oct 2016)

Young Adviser

Alex Tweeddale

Member Trustees

Ian Burks (YMCA East Surrey)
Les Hillman (The Boys' Brigade)
Martin Gerrard QPM DL – Vice
Chairman (Surrey Scouts)
Sarah Ings (Girlguiding Surrey
West)
Maria Angel (N-Factor) (Until Oct
2016)
Dan Eley (Dan Eley Foundation)
(Until Jan 2017)
Dr Beccy Bowden (Surrey SATRO)
(Until Jan 2017)

Chief Executive: Cate Newnes-Smith

Patrons: (as of 31st March 2017)

Richard Whittington
High Sheriff of Surrey 2016/17

Professor Max Lu AO DL
President and Vice-Chancellor
University of Surrey
Mrs Sally Marks
Chairman Surrey County Council

The Rt Revd Andrew Watson,
Bishop of Guildford, Representing
Faith Communities

TRUSTEES' ANNUAL REPORT 2016-17

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. This has been another year of transition for Surrey Youth Focus though one with the prospect of better times. To adjust to the shifting public finances and on going cuts in grant funding, we have laid the foundations for a new future, continuing to serve the youth organisations and young people in Surrey, but with a more diverse range of activities and funding streams. These are starting to bear fruit.

Revenue in this year was £109,887 as compared to £101,089 for the previous year; a small but significant increase. There was a surplus of £5, 798 on unrestricted funds which together a reduction of £4, 441 on restricted funds (which had been at a high level at 31st March 2016) led to an overall surplus of £1, 357.

Surrey Youth Focus is both a charity (Registered Charity No: 1140934) and also an incorporated company (Company Limited by Guarantee No: 7531644, registered in England and Wales.). It is obliged to produce Annual Report and Accounts that meet the requirements of both company law and the charity law.

Consequently, this Annual Report and Accounts is produced in accordance with the requirements of the Charities Act 2011, and the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).. It also complies with relevant company law provisions.

Surrey Youth Focus has income between £25,000 and £500,000 and so is subject to Independent Examination, conducted by Roffe Swayne Chartered Accountants.

The Charity's objects are to benefit young people in Surrey by:

- Promoting good practice and the efficiency and effectiveness of its member organisations;
- Supporting and strengthening the work of its members;
- Helping members to support young people to develop their physical, mental and spiritual capacities to help them mature and have a good quality of life and
- Ensuring that young people's voices, concerns and issues are represented wherever it is most appropriate.

CHAIRMAN'S STATEMENT

We have recognised for some time that the landscape of funding and provision of services is shifting and that maintaining the status quo is not an option. To this end, Surrey Youth Focus has been developing significant new services aiming to secure our financial future and these have progressed significantly during the year.

We have continued to maintain excellent relations with Surrey County Council (SCC) and are pleased to say that we continue to receive our core grant that helps us to deliver the wide variety of services to our members and the wider voluntary youth sector in Surrey. With the agreement of SCC we were able to redirect £18, 889 of funds left in the Youth Small Grants into other programmes; thus reducing our previous high level of restricted funds.

However, we are mindful of the wider economic climate and are aiming to secure our financial future by growing the organisation so that the percentage of money spent on governance and overheads is reduced over time. In addition, we have implemented a more specific time and expense collection system and a renewed monthly reporting system. These changes allow monthly reconciliation of funds, monitoring of progress on projects and a better understanding of overhead and core costs and how they are recovered via fees charged to funders/clients.

In growing the organisation, we seek to diversify income, by identifying and growing a number of service offerings whereby we can utilise our skills and networks to provide a unique cost effective service to customers. Although not all of these will progress to reliable income streams, within the year Youth Social Action, Safeguarding network and Employment collaborations have so done.

At the start of the year, development of Communilab, and specifically brokering services for Company CSR was hoped to become a major income stream. However, despite initial promising signs, as the year progressed it became clear for a number of reasons that a sufficiently attractive market for this service did not exist, so the decision was taken to close this down. We have high hopes of replacing this via work for the Police and Crime Commissioner.

Our services are themed into three areas:

Championing the Youth Sector

We continue to receive excellent feedback about the individual help that we give to members, described by one as the "rock" for them to turn to when they need help. We make introductions, help with business planning, developing skills, and sourcing funding opportunities e.g. CAMHS commission. One of our objectives for the 2017-18 year is to increase the number of members in preparation for a revised membership fee structure to apply from April 2018 onwards. This should more closely align services used by members with fees paid.

We provided regular bulletins and funding bulletins to members, keeping them informed about funding and other important information. We had a higher than industry average click through rate and members have informed us of positive outcomes on funding bids as a result of our help to them.

We have nearly 4000 followers on Twitter including, high profile people such as the Cabinet office, one of the participants in Dragon's Den and senior leaders in businesses. We are making use of this to further the causes of our members and ourselves.

Following on from the Safeguarding Young People Conference held in November 2015 and with the aid of re-allocated funds from the Youth Small Grants programme, we were able to develop a Safeguarding Network which promulgates the latest advice, news, training etc. to a wide network of organisations.

We continued to represent the youth sector with various statutory bodies and statutory boards/committees in Surrey and beyond, including the Surrey Safeguarding Children Board, the Surrey Children and Adolescent Mental Health Services (CAMHS) strategy board and Surrey County Council's Early Help Transformation Board.

Inspiring Collaboration

During the year, we successfully provided a Communilab Service proposition to three separate customers (two commercial organisations and a borough council). By the year end, it was clear that a commercial proposition was no longer valid so this specific programme was closed down. We hope to provide a slightly different service to commercial customers in the future.

Our Youth Work on the Pitch Project operated successfully for the first half of the year and we were very successful in securing funding to sustain the project for the foreseeable future. Sadly, however, the pitch was vandalised and out of action which brought the project to a halt. Since the value of the project came from the pitch being located in close proximity to the target young people, it was not appropriate to relocate to other pitches outside of the target area. We had excess funding for this project, which is being reallocated.

Empowering Young People

We ran a highly successful Surrey Young Superstars awards ceremony to celebrate the achievements of young people in conjunction with Haslemere Travel again in May 2016, sponsored by Savills. This event has now reached a maturity on which we can continue to build.

We sourced funding and ran a number of Youth Social Action programmes in conjunction with members and local schools. Our aim is not to duplicate the valuable work that is already done by schools, youth clubs, uniformed organisations, etc. We want to provide enhanced opportunities which bolster and support existing activities as well as encourage new ones. Our strategy is to have a rolling programmes of activities with good coverage across the county utilising funding from both local councils and local funding bodies. We have a significant pipeline of work established and hope to extend the coverage fully during the 2017-18 year.

Our other major development in this area was the winning of and delivery of a pilot project to help the Police and Crime Commissioner better understand the views of young people around policing in Surrey. This involved the construction of a large-scale survey of young people (over 2, 000 responses) with detailed analysis and suggestions for follow on work.

Governance

The Directors shall comprise:

- at least three and not more than ten individuals and
- at least three and not more than ten persons who are representatives of member organisations.

within overall limits of a maximum of fifteen and a minimum of six directors. A Director shall be appointed either:

- by ordinary resolution of the members at general meeting;
- or by the Board of Directors.

During the year, a number of Trustees resigned for personal reasons thus bringing the Board of Directors down to 8 by year end. As Chairman, I announced my intention not to seek a second term of office but agreed to serve up to a further year until a new Chairman is appointed and in post. With the imminent completion of their maximum 6-year term of three other Trustees, action has been taken to appoint both a new Chairman and up to 6 further Trustees with a broad range of skills and experience to support the growth of SYF going forward.

Four meetings of the Trustee Board were held during 2016-17.

The Board receives standing quarterly reports on the financial position and on the performance against targets in the business plan.

Apart from the main Board of Trustees, we hold meetings of our Management and Finance (M&F) Subcommittee on a quarterly basis. The Management and Finance Committee receives detailed monthly financial management accounts from the Treasurer, and it is here that detailed discussions take place about issues relating to the business plan, governance, risk management and management. Reports and recommendations are then made to the full Board meeting, as necessary.

With the reduction in importance of Communilab brokering service the Communilab Subcommittee has been disbanded.

Surrey Youth Focus is a membership organisation. Full membership shall be open to any Registered Charity, Voluntary Youth Organisation, Youth Social Enterprise or Sports Bodies that are providing services for young people primarily within the County of Surrey, which furthers the objectives of the Charity and which has paid the Annual Subscription for full members as laid down from time to time by the membership in general meeting.

Risk Management

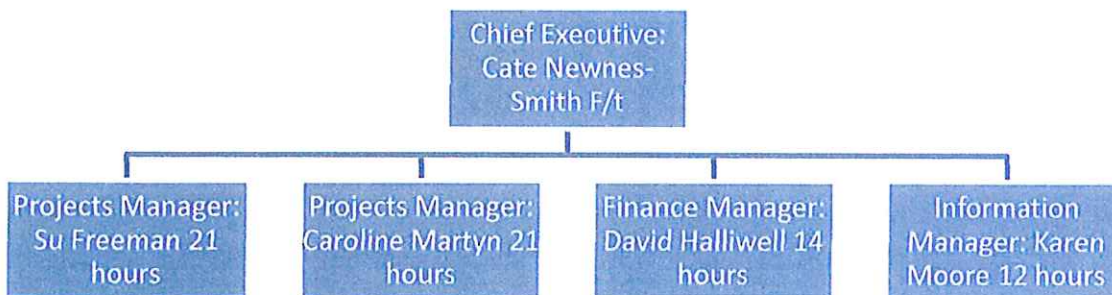
A review of the Risk Register is a standing item on the M&F Committee. The risk register is reviewed by the Board annually. During the year, the Risk Register was completely overhauled and revised so that it was more appropriate to our on-going operations.

Staff Team

Our able staff team has continued to be led by Cate Newnes-Smith. A new Finance Manager was recruited and one team member (Gjoril Berg) left at year end for personal reasons, to be replaced in the new year by Caroline Martyn. Subject to meeting revenue targets, we may well be able to recruit new staff in the new financial year.

As the organisation continues to punch well above its weight and achieve a huge amount of work, it remains a surprise to those who do not know Surrey Youth Focus well that there are only 2.95 FTE worth of staff.

The team now comprises:



Marketing

We continued to keep our website fresh, up to date and relevant. We have achieved good coverage in local papers through our relationships and press releases. Subsequent to the year-end we reached 4000 followers on Twitter.

Our Funders

During the year, aside from our grant and other funding from Surrey County Council, we received funding from the following sources:

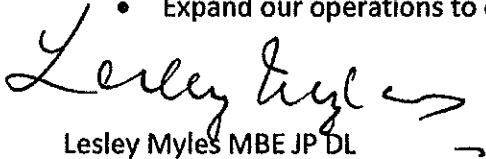
Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Legal & General, Pennington Manches, The Coleman Trust, The Police and Crime Commissioner of Surrey, Guildford and Runnymede Borough Councils, Community Foundation for Surrey, Allianz, Help & Care, UNUM and Bellinger Donay, for which we would like to record our thanks.

Looking forward to 2017-18

Surrey Youth Focus has good prospects for 2017- 18 when we aim to:

- Continue to expand and bring to maturity our major projects.
- Grow our fledgling projects and develop new seedlings.
- Seek new work which utilises our existing skills and track record.
- Continue to deliver excellent services to members and grow services where appropriate.
- Expand our operations to cover Under 11s.



Lesley Myles MBE JP DL
Chairman

Statement of Public Benefit

The Trustees have considered the guidance provided by the Charity Commission relating to public benefit and its impact on the charity's work, and in particular the requirement that there must be specific identifiable benefits, and ones applicable to the wider public. Trustees consider that both requirements have been met.

Financial Statement

Reserves Policy

The Trustees have examined the Charity's need for reserves in the context of planned activities during 2017/18. This process has included consideration of quantifiable financial risks to the Charity within the context of continued spending cuts by central and local government. This impacts on the charity by way of the loss of income at very short notice. The charity has also looked outside the usual funding sources to sponsorship and funding by commercial partners. The Trustees are aware that this increases the risk of significant deficits in any year and therefore increases the need to carry adequate reserves.

Reserves are needed to:

- Meet the working capital requirements of the Charity
- Allow for the development of new initiatives
- Provide additional resources which enhance the quality of our delivery
- Meet the Trustees' responsibilities
- Provide against any significant drop in short term funding.

At the year-end the level of unrestricted reserves was £34,939. Based on the above criteria, the Trustees aim to achieve a level of reserves sufficient to fund 4 months of core operating costs, which approximates to £40,000.

The current level of reserves is a little below that target and we are actively seeking new sources of funding in order that we can continue to fulfil our objective to enhance the capacity and capability of our members and the voluntary youth sector as a whole.

However, it should also be noted that there was £35,809 in restricted funds and on average in the financial year 65% of our total core costs came out of restricted funds.

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Small companies

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 18th July 2017, and signed on its behalf:

A handwritten signature in black ink, appearing to read 'Lesley Myles', with a stylized flourish at the end.

Lesley Myles MBE JP DL
Chairman

18/7/17.

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Surrey Youth Focus

Independent Examiner's Report to the Trustees of Surrey Youth Focus

I report on the accounts of the company for the period ended 31 March 2017, which are set out on pages 13 to 20.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of Trustees and Examiner

The Trustees (who are also the Directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the 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 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

In connection with my examination, no matter has come to my attention:

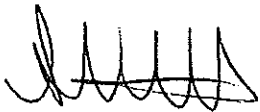
- 1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006, and

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A Kelly FCA

Independent Examiner

Roffe Swayne

Ashcombe Court

Woolsack Way

Godalming

GU7 1LQ

Date: 26/7/17

Surrey Youth Focus

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2017

	Notes	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
INCOMING RESOURCES					
Subscriptions		9,975		9,975	10,320
Consullancy Services		0		0	0
Charitable Activities					
Grants Received	2				
Surrey County Council		40,000	2,700	42,700	51,000
Other Sponsors		0	56,792	56,792	39,250
		<u>40,000</u>	<u>59,492</u>	<u>99,492</u>	<u>90,250</u>
Other Income	3	125		125	146
Investment Income	4	295		295	373
TOTAL INCOME		<u>50,395</u>	<u>59,492</u>	<u>109,887</u>	<u>101,089</u>
RESOURCES EXPENDED					
Charitable Activities					
Direct service delivery	5	0	4,131	4,131	10,422
Staff costs	6	30,993	59,802	90,795	85,787
Office and property costs	7	10,525	0	10,525	12,423
Sundry expenses	8	2,119	0	2,119	2,151
Governance costs	9	960		960	1,800
TOTAL EXPENDITURE		<u>44,597</u>	<u>63,933</u>	<u>108,530</u>	<u>112,583</u>
NET INCOME/(EXPENDITURE)		5,798	-4,441	1,357	-11,494
TOTAL FUNDS AT 1 APRIL 2016		<u>29,140</u>	<u>40,251</u>	<u>69,391</u>	<u>80,885</u>
TOTAL FUNDS AT 31 MARCH 2017		<u>34,938</u>	<u>35,810</u>	<u>70,748</u>	<u>69,391</u>

Surrey Youth Focus (Company No. 7531644)

BALANCE SHEET as at 31 March 2017

	Notes	2017		2016	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	10		-		-
CURRENT ASSETS					
Debtors		0		0	
Cash at Bank		<u>71,708</u>		<u>71,191</u>	
		71,708		71,191	
CREDITORS					
Falling due within one year	11	<u>-960</u>		<u>-1,800</u>	
NET CURRENT ASSETS			70,748		69,391
NET ASSETS			<u>70,748</u>		<u>69,391</u>
RESERVES					
Unrestricted funds			34,938		29,140
Restricted funds			<u>35,810</u>		<u>40,251</u>
			<u>70,748</u>		<u>69,391</u>

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the period ended 31 March 2017.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 2017 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for :

- (a) ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and its profit or loss for each financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

The financial statements on pages 13 to 20 were approved by the Trustees on 18 July 2017
and signed on their behalf by:



Lesley Myles MBE JP DL

Chairman

Surrey Youth Focus

18/7/17 .

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2017

1. Accounting Policies

General

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention. The transition to FRS 102 has had no impact on its reported financial position or financial performance. Accordingly, no reconciliations of its profit determined under FRSE 2015 at 31 March 2016 to its profit determined in accordance with FRS 102 have been presented.

Income

Income comprises grants, donations, subscriptions, interest and consultancy services.

Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off each asset over its expected useful life as follows:

- Office Equipment: 33% straight line
- Assets purchased in the year costing in excess of £1,000 are included in the balance sheet
- All other assets are written off in the year of purchase.

Office, Property and Sundry Expenses

These costs are allocated between core operations and major projects on an actual basis.

Governance Costs

These include the Independent Examiner's Fee.

Operating Commitments

The Charity has a 3 year lease with Surrey Community Action for the occupation of its office. The cost is a proportion of the building running costs and there is a 6 month break clause after the first year.

Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price

Surrey Youth Focus
Annual Report and Financial Statements
For the year ended 31 March 2017

Surrey Youth Focus
Notes to the Financial Statements
For the year ended 31 March 2017

2. Grants Received

	2017		2016	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey County Council				
Operating Grant	40,000		40,000	
Safeguarding Conference				7,000
Spotlight on Youth Organisations (Former SYN)				2,000
Member Allocation		2,700		2,000
	<hr/>	<hr/>	<hr/>	<hr/>
	40,000	2,700	40,000	11,000
Other Sponsors				
Barclays				10,000
Coleman Trust		2,500		2,500
Legal & General		5,000		
Pennington Manches		4,000		
Other Sponsors		45,292		26,750
	<hr/>	<hr/>	<hr/>	<hr/>
	40,000	59,492	40,000	50,250

We are grateful for funds received from the above and The Police and Crime Commissioner of Surrey, Guildford and Runnymede Borough Councils, Community Foundation for Surrey, Allianz, Help & Care, UNUM and Bellinger Donay

3. Other Income

Other income represents miscellaneous sums received totalling £125 (2016: £146)

4. Investment Income

	2017	2016
	£	£
Bank interest receivable	<hr/> 295	<hr/> 373

Surrey Youth Focus
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For the year ended 31 March 2017

5. Direct Service Delivery

	2017		2016	
	£ Unrestricted	£ Restricted	£ Unrestricted	£ Restricted
Surrey Youth Superstars (former Celebration of Youth)				735
West Sussex CVYS legacy				1,320
Youth Social Action		783		2,100
Safeguarding Conference				3,977
Youth Work on the Pitch		165		2,290
H Smith Funding Bulletin		146		
Communilab		0		
Spotlight on Youth		62		
Empowering Young People		687		
Upskilling		22		
SEND Employment		2,266		
	0	4,131	0	10,422

6. Staff Costs

	2017 £	2016 £
Salaries	83,555	78,397
Social security costs	3,330	3,768
Pension contributions	3,910	3,622
	90,795	85,787
Average number of employees (FTE)		
Administration	1.0	1.0
Direct Service Delivery	2.1	1.9
	3.1	2.9

No member of staff received remuneration in excess of £60,000.
£59,802 was charged to restricted funds (2016 - £37,433)

7. Office and Property Costs

	2017 £	2016 £
Insurance	642	640
Office services/maintenance	3,408	2,988
Printing, postage and stationary	986	1,866
Telephone and IT	5,489	6,929
	10,525	12,423

£0 was charged to restricted funds (2016 -£199)
£2,988 of the £3,408 above was due under a lease from Surrey Community Action.
This lease ended 31/3/17, but a new 3 year lease with annual payments of £2,968 is in place.

Surrey Youth Focus
 Notes to the Financial Statements
 For the year ended 31 March 2017

8. Sundry Expenses

	2017 £	2016 £
Training	305	66
Travel/subsistence	978	1,228
Marketing	296	51
Office equipment	0	160
Meetings	427	467
Legal & Professional Costs	13	0
Other	100	179
	<u>2,119</u>	<u>2,151</u>

£0.00 was charged to restricted funds (2016 - £317)

9. Governance Costs

	2017 £	2016 £
Independent examiner's fee	960	1,800
	<u>960</u>	<u>1,800</u>

10. Fixed Assets

	Office Equipment		
	Cost £	Depreciation £	NBV £
1 April 2016	1,773	1,773	0
Additions	0	0	0
Disposals	0	0	0
31 March 2017	<u>1,773</u>	<u>1,773</u>	<u>0</u>

11. Creditors: Amounts falling due within one year

	2017 £	2016 £
Other creditors	960	1,800
	<u>960</u>	<u>1,800</u>

12. Trustee Remuneration

No trustee or connected person (who served at any time during the year) received any remuneration or expenses.

13. Independent Examiner's Fee

The fee paid to the Independent Examiner totalled £800 plus VAT

Surrey Youth Focus
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 For the year ended 31 March 2017

14. Restricted Funds

	Balance 01/04/201 6 £	Incoming Resources £	Outgoing Resources £	Transfer* £	Balance 31/03/201 7 £
Communitlab	5,729	14,110	(19,005)		834
^ CWDC (Common Induction)	3,059	0	0	(3,059)	0
Henry Smith Funding Project	2,558	0	(2,558)		0
Start up Fund (YDS Projects)	1,929	0	(1,598)		331
Surrey Young Superstars	0	0	0		0
Surrey Youth News	1,423	0	(1,423)		0
* SCC - Youth Small Grants	18,897	0	0	(18,897)	0
^ Youth Social Action	821	17,119	(5,834)	27	12,133
* Safeguarding Network	2	0	(4,599)	5,700	1,103
^ Youth Work on the Pitch (YWOTP)	2,853	4,978	(1,398)	(2,119)	4,314
Transition to Trading	2,139	2,500	(273)		4,366
* Employment Collaborations	841	0	(8,657)	13,197	5,381
PCC - Empowering Youth	0	15,785	(15,412)		373
^ Upskilling	0	4,999	(3,175)	5,151	6,975
	40,251	59,491	(63,933)	0	35,810

* It was agreed by Surrey County Council to redeploy £5,700 from Youth Small Grants to Safeguarding Network and £13,197 from Youth Small Grants to Employment Collaborations.

^ The money in CWDC was transferred to Upskilling along with some residual funds in YWOTP. This was by agreement with the sponsors

A small correction of £27 was made between Youth Social Action and YWOTP

When agreement is reached it is intended to further transfer the outstanding money in YWOTP to Upskilling.

Youth Social Action funds a number of youth summits in Surrey where young people can meet to discuss issues of concern to them and how these can be resolved

Employment Collaborations is a programme to help young people with special educational needs gain employment.

Upskilling is a programme to enable better coaching of young people from disadvantaged backgrounds.

**WAVERLEY BOROUGH COMMUNITY INFRASTRUCTURE LEVY DRAFT CHARGING
SCHEDULE- CONSULATION RESPONSE**

In response to the Waverley Borough Community Infrastructure Levy Draft Charging Schedule, The Town Clerk offers the following observations:

1. The significant difference in CIL rates between residential developments and older person's developments could have the potential to distort the local housing provision by incentivising developers towards the latter type of development.
2. As potential recipients of between 15% and 25% of CIL contributions (25% if the Neighbourhood Plan is passed by referendum), where the Council considers the use of CIL Regulation 73 to accept a CIL obligation in-kind, the Council should consult with the potential recipient parish before determining whether a CIL in kind arrangement is appropriate.

Godalming Firework 2017

Statement of Income & Expenditure

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
<i><u>Income</u></i>			
Sponsorship - Chamber of Commerce	£ 1,000	£ 1,375	£375
Sponsorship - Cornmeter	£ 300	£ -	(£300)
Hot Food Concessions	£ 600	£ 600	£0
Fair	£ 500	£ 700	£200
Ticket Sales - Eventbrite	£ 9,120	£ 7,937	(£1,183)
Procession Torch Sales	£ 450	£ 513	£63
Donations	£ 25	£ 10	(£15)
	<u>£ 11,995</u>	<u>£ 11,134</u>	<u>(£861)</u>
<i><u>Expenditure</u></i>			
Fireworks Show	£ 5,500	£ 5,417	£83
Eventbrite Fees	£ 1,000	£ 1,068	(£68)
Insurance	£ 1,000	£ 1,000	£0
Reading Scottish Pipe Band	£ -	£ 1,200	(£1,200)
Safety Barriers / Generator	£ 800	£ 789	£12
Labour (set up / clear down)	£ 900	£ 900	£0
PA System	£ 600	£ 600	£0
SIA	£ 250	£ 250	£0
Advertising	£ 400	£ 475	(£75)
Banners	£ 200	£ 665	(£465)
Misc	£ 100	£ 20	£80
Waste disposal	£ 100	£ 85	£15
Radios	£ 200	£ 188	£13
Toilets	£ -	£ 500	(£500)
Transport	£ 250	£ 222	£28
Crown Court Car Park	£ 145	£ 155	(£10)
Advertising Boards	£ -	£ 270	(£270)
First Aid - St Johns	£ 100	£ 38	£62
Torches	£ 200	£ 50	£151
Coloured wrist bands	£ 250	£ 220	£30
	<u>£ 11,995</u>	<u>£ 14,110</u>	<u>(£2,115)</u>
Net Income / (Loss)	£ -	(£2,976)	(£2,976)

Month No : 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 Capital Project - Wilfrid Noyc							
5001 Transfers from Reserves	0	-20,663	0	20,663		20,663	0.0 %
5101 Contrib. to Premises Provision	0	6,975	0	-6,975		-6,975	0.0 %
Capital Project - Wilfrid Noyc :- Income	0	-13,688	0	13,688	0	13,688	
4101 Repair/Alteration of Buildings	0	292,945	0	-292,945		-292,945	0.0 %
4102 Property Maintenance	0	165	0	-165		-165	0.0 %
4151 Fixtures & Fittings	0	905	0	-905		-905	0.0 %
4301 Equipment	576	1,662	0	-1,662		-1,662	0.0 %
4303 Materials	0	445	0	-445		-445	0.0 %
4312 Professional Fees - Surveyors	0	10,807	0	-10,807		-10,807	0.0 %
4313 Professional Fees - Other	0	450	0	-450		-450	0.0 %
4315 Insurance	0	412	0	-412		-412	0.0 %
4343 Licensing/PRS	0	4,788	0	-4,788		-4,788	0.0 %
Capital Project - Wilfrid Noyc :- Expenditure	576	312,579	0	-312,579	0	-312,579	
1601 PWLB Loan	0	300,000	0	300,000			0.0 %
Capital Project - Wilfrid Noyc :- Income	0	300,000	0	300,000			
Net Expenditure over Income	576	-1,109	0	1,109			

Communities Initiative Group CIG 2017

St Marks Community Centre

The CIG includes representatives from SCC, WBC, the town council, St Marks Community Centre and church, local groups active in the community and local residents. It meets regularly, usually every two months.

It acts as a sounding board for local residents and relays concerns to council officers. It receives updates about changes in the community, particularly the housing developments on Ockford Ridge. It prepares a community newsletter distributed to residents on Ockford Ridge and Aarons Hill.

The CIG organises a variety of events and community days including a spring, summer and Christmas community day and fair, hosted an open day for WBC to show plans for the new housing, and prepared an "in kind" list of projects for the Site D building contractor.

The CIG has applied for and been successful in obtaining grant funding from the following:

- a) Godalming Town Council: a new notice board
- b) Waverley Borough Council: a new kitchen in the Community Centre, in addition extra resource for part of the installation has been provided by the new owners of Homebase

The CIG works with contractors for the new housing and refurbishment of existing homes on Ockford Ridge to obtain support towards community projects. These included cycle safety sponsorship, refurbishment of Scout and Guide HQ and the social club Christmas party.

The CIG supports a food bank which is actively used throughout the year, the food bank has been in special demand this Christmas, we expect the introduction of Universal Credit will lead to additional demand for the food bank.

GODALMING TOWN COUNCIL

Disclosure by a Member¹ of a disclosable pecuniary interest or a non-pecuniary interest in a matter under consideration at a meeting (S.31 (4) Localism Act 2011 and the adopted Godalming Members' Code of Conduct).

As required by the Localism Act 2011 and the adopted Godalming Members' Code of Conduct, **I HEREBY DISCLOSE**, for the information of the authority that I have [a disclosable pecuniary interest]² [a non-pecuniary interest]³ in the following matter:-

COMMITTEE:

DATE:

NAME OF COUNCILLOR: _____

Please use the form below to state in which agenda items you have an interest.

Agenda No.	Subject	Disclosable Pecuniary Interest	Non-Pecuniary Interest	Reason

Signed _____

Dated _____

¹ "Member" includes co-opted member, member of a committee, joint committee or sub-committee

² A disclosable pecuniary interest is defined by the Relevant Authorities (Disclosable Pecuniary Interests) regulations 2012/1464 and relate to employment, office, trade, profession or vocation, sponsorship, contracts, beneficial interests in land, licences to occupy land, corporate tenancies and securities

³ A non-pecuniary interest is defined by Section 5 (4) of the Godalming Members' Code of Conduct.