



TRAYE

Totnes Rural Area Youth Engagement Project

www.traye.org

26th February 2019

Harberton Parish Council
c/o. Cat Radford,
Parish Clerk

Dear Councillors,

TRAYE Project update and funding request to Harberton Parish Council

Thank you for joining our highly successful youth project. We have been very pleased to have had a successful expansion of TRAYE project services into Harberton and Rattery parishes in this past year.

Further to my monthly reporting to Parish Council, and TRAYE Youth Worker Frankie Eriksson providing a presentation on the project to the parish council last month, you will be aware that TRAYE project has been well received and has built up a strong group of young people who regularly attend the youth sessions. It is still relatively early days, but it is clear that there is a need being met for the young people in the parish.

As mentioned briefly at the January PC meeting, we do need to know whether you wish to continue the project in Harberton. As you will be aware, last summer we recruited a professional Lead Youth Worker and the shared services of a support youth worker to enable the project to provide youth services in the additional parishes. These youth workers are on short term contracts and we do need to be able to give them notice as soon as possible either way.

We held our second TRAYE project AGM last Saturday and were pleased to enlist a further Trustee from Rattery. If Harberton does wish to continue TRAYE project in the Parish, we would like to also enlist a Trustee from Harberton Parish Council too if possible. I'm aware that Parish Council elections take place this May, perhaps after that would be a time to appoint a representative to TRAYE Board of Trustees. In the meantime, I would like to thank both Cllr Gwen Janes and Cllr Sean White who have given support to the project which has been appreciated.

Further to our AGM, I attach a copy of the annual report I presented to that meeting together with the annual accounts statement. I also attach a copy of our current spreadsheet since 01.12.18 and the minutes of the meeting.

It was extremely fortuitous that together with Rattery Parish Council you were able to successfully be awarded a TAP fund grant for TRAYE project activities and sessions in your parish. As we have now completed the agreed six months of the project in Rattery and Harberton I have completed all the claim forms and submitted them to Rattery Parish Council to enable them to draw down the grant on our behalf. (I have copied your Clerk into the email with these documents). Thank you for supporting that application.

When we discussed the financing of TRAYE project in your parish last year, it was estimated that it costs approximately £6,000 per parish per annum to provide TRAYE project activities and sessions. The share of invoices and costs attributed to providing TRAYE project in Harberton and Rattery has amounted to £6,153.91

over the six month pilot period; this is in line with our estimation. Last April it was our understanding that both Harberton and Rattery would each contribute £1,000 from Parish funds towards the project, as this was as the same amount also being contributed by each of the other three parishes in the project. Dartington, Marldon and Staverton all paid

that amount before December last year; please could Harberton's share now be paid. A separate invoice can be provided if needed.

As also agreed last year, £500 was allocated from my DCC Locality Budget for TRAYE project in Harberton. I'm aware that has been drawn down by the Parish Council, so with the terms of the grant now complied with, I would like to apply for that funding to be paid into TRAYE project account. (The TRAYE project Annual Report should suffice for the report to be sent to DCC from yourselves; unless you wish to draft your own report)

I apologise that this is quite a long shopping list of requests, however I do wish to emphasise how delighted we are that the TRAYE project has been so successful in Harberton and thank the Parish Council for your interest and support that enabled this to happen.

We look forward to hearing from you in due course.

Yours sincerely,

Jacqi

Cllr Jacqi Hodgson
Chair TRAYE project

Encl.

Bank Account Details for on-line Electronic Payments:

Bank: The Cooperative Bank
Account Name: TRAYE project
Sort Code: 08-92-99
Account no. 65841547



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Totnes Rural Area Youth Engagement Project

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23rd February 2019

Dartington Village Hall at 10am

Annual General Meeting (EGM) Minutes

Present: Trustees: Cllr Peggy Prout (PP- Dartington), Cllr Jenny Clarke (JC - Marldon), Cllr Jacqi Hodgson (JH) (Chair and minutes). Steering Group: Cllr Richard Haigh (RH - Rattery), Cllr Sean White (SW). Also present Kerry McCabe (KMc – Youth Coordinator), Frankie Eriksson (FE – Lead Youth Worker), Sharon Leighton-Boyce (SLB – Support Youth Worker), Gill Alker (GA – Dartington), Andy Bodge (AB – Rattery).

Apologies: Trustee: Cllr Michael Loverock (ML)

1. **Welcome and apologies.** JH welcomed everyone and invited them to introduce themselves. It was explained that this was an EGM (Extraordinary General Meeting, as the AGM held on January 19th had not been quorate and had that agenda had therefore been deferred to this meeting)
2. **Film Presentation of project.** KMc presented two of the films that had been shown at the recent celebration. This was well received. A small bunch of flowers was presented to each of the three youth workers with a vote of thanks.
3. **Annual Report.** JH presented the annual report as TRAYE project Chairperson. KM will provide a supplement of the survey carried out last year which invited feedback from the young people who attend the project sessions and events.
4. **Financial Report.** JH presented the financial report for TRAYE year ending 30th November 2018. This was presented as a financial statement and a spreadsheet with more details of all income and expenditure for the year. It was noted that the year ending accounts had not included venue hire costs for Dartington or Harbertonford as these invoices had not been received during the period.
5. **Annual Return to Charities Commission.** These accounts and the annual report will be lodged on the Charities Commission website. (action JH)
6. **Current financial situation:** A spreadsheet with details of the year to date had been provided.
 - I. The TAP funds awarded to Rattery & Harberton are now due to be applied for £4,366.20
 - II. Rattery & Harberton to be asked for their £1,000 PC contributions (action JH)
 - III. KM had been successful with a funding application to Devon Safer Communities Trust £1,235.00 (she gave JH a cheque to be paid in)
 - IV. SHDC Locality Funding applications from Cllr Smerdon (for Rattery) and JH (for Dartington & Staverton) totalling £1350.00 had been approved and paid in on 22.2.19
 - V. DCC funding from JH (for Dartington and Staverton) £1,000 has been approved
 - VI. DCC funding from JH (for Harberton) £500 was awarded some months ago and is held by Harberton PC and will now be requested (action JH)

- VII. KM has almost completed a further application to the National Grid which could start in May (£19,500)
- VIII. An Awards for All grant is also being prepared. (~£10,000)
- IX. As Rattery has no gas mains, a Calor Gas application might be possible
- X. Cash contributions of £32.50 from the recent trip to Plymouth were handed to JH for paying in.

7. Funding applications in general were discussed:

- I. Making applications is a role for the Steering Group and are not in the job descriptions for the Youth workers.
- II. It would be very beneficial to the project if a 5 year funding source could be found.
- III. For larger funding bids, measurable outcomes are needed. This requires on-going assessments so that the 'distance travelled' can be demonstrated. We need to document and consult as we go. KM confirmed that this is happening and can be provided for funding bids as needed.

8. Options to 'grow' TRAYE project: There was a brief discussion about whether the scope of the project could be expanded and whether this would benefit the project.

The following consensus was reached:

- I. Expanding the project into additional parishes would put more pressure on the current SG and require additional youth workers to provide services.
- II. It has already put pressure on the current SG to expand the project with additional resource applications and recruitment processes
- III. There is little opportunity for economy of scale through expansion as the main cost is the youth worker services at the sessions and events and the associated direct costs such as refreshments, materials and travel.
- IV. If there is to be expansion it was agreed this would be better within the current parishes, i.e. weekly rather than fortnightly sessions and / or separate / split sessions for older and younger groups. (1.5 hours for each group on the same night)

9. Resource Needs in the project:

- I. SG members: Parents are generally busy
- II. It was agreed a wish-list page would be posted on the TRAYE project website
- III. Text messages were confirmed as a successful method of reaching parents and carers
- IV. Totnes Share Shed was confirmed as a useful resource for occasionally needed items such as the projector. (They have a rainbow parachute and are interested in having more items for young people's activities such as balls and games). This could also help with storage issues.

10. Policies: The following draft policies had been circulated: KM was thanked for her work in preparing these.

- a. Health & Safety Policy
- b. Child Protection Policy
- c. Equality & Diversity Policy & Statement
- d. Data Protection & Privacy Notice

It was agreed that:

- I. These would be reviewed in detail at a meeting of the Youth Workers and JH and brought back to the next SG for adoption as appendices to the TRAYE project Constitution.
- II. They could continue to be used in the meantime. They are currently used mainly for risk assessments and insurance purposes.
- III. The Data protection and privacy notice provided by JH had been based on Town Council model and needed to be cut down to make it more accessible and appropriate to youth work. KM has a better model that she has adapted for TRAYE project.

11. Formal Election of New Trustees: All present (except youth workers) were invited to become Trustees.

- I. Richard Haigh was nominated by JH and seconded by PP. He was thanked for stepping forward.
 - II. It was agreed that the link with the Parish Council of each parish involved was important and at least one Trustee from each parish provided accountability and a beneficial link for the project and the parish.
 - III. It was agreed that Trustees need to meet only three times a year (i.e. as part of every other SG meeting)
12. **Steering Group:** Gill Alker (Dartington) and Andy Burge (Rattery) will become members of the Steering committee. All agreed.

13. Election of officers – Trustees only:

- I. Chairperson: JH nominated by RH, seconded JC
- II. Vice Chairperson, PP nominated by JH, seconded JC
- III. Secretary, Sandra Maggs (nominated in her absence) by JH, RH (it was understood SM is willing to continue as Secretary)
- IV. Treasurer: RH nominated by JH, seconded PP

14. Staff Reviews:

- I. It was agreed to hold staff reviews on Tuesday 19th March: 2pm FE, 3pm KM, 4pm SLB. JH & PP to do this and to ask SM if she can attend too.
 - II. Some points were made by the Youth Workers: They need to receive more communications and responses from the SG and feel more supported. They have not received any training in the last six months.
15. **Any other business:** The Chair thanked everyone for all the time, effort and commitment they give to the project and for coming to the meeting this morning.

16. **Date of next SG meeting:** a choice of three dates in April will be circulated (action JH)

17. **The meeting was closed at 12 noon**



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Receipts and payments summary for end of year accounts 2018

		at 01.12.17	at 01.12.16
Cash at bank brought forward		2,641.56	385.98
Income			
Devon County Council Locality Funds			
	Hawkins	800.00	
	Hodgson		1,000.00
South Hams District Council Locality Funds			
	Hodgson		800.00
	Pennington		500.00
Parish Council contributions			
	Marldon	1,150.00	800.00
	Staverton	150.00	800.00
	Dartington	1,150.00	800.00
Town & Parish (TAP) grants			
	Marldon		3,350.00
	Staverton		3,350.00
	Dartington		3,350.00
Devon County Council Youth Forum Grants			4,523.00
National Grid Community Fund	19,500.00		
Miscellaneous			<u>13.00</u>
		22,750.00	19,286.00
Expenses			
Youth Worker fees	15,415.00		
Travel	1,386.79		
Materials for youth sessions	427.40		
Venue Hire	243.00		
Refreshments & food at sessions	935.75		
Transport hire to external events	260.00		
Projects and group outings	663.41		
Recruitment (advertisements)	598.00		
Website development & hosting	239.05		
Miscellaneous (incl. phone calls, Insurance)	<u>612.85</u>		
		20,781.25	17,105.42
Cash at bank carried forward 01.12.18		<u>2,641.56</u>	<u>385.98</u>
The Cooperative Bank Community Business Account		2,641.56	385.98



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Annual Report – January 2019

Presented by Cllr Jacqi Hodgson

Chair TRAYE project

Welcome to the 2019 AGM for Totnes Rural Area Youth Engagement (TRAYE) project. It gives me great pleasure to present this report and the celebration of our three years of providing youth services in rural parishes around Totnes.

TRAYE project started from concern at the withdrawal of youth services in 2014, in the wake of announcements of austerity measures being implemented across Devon County Councils. This concern led to discussions at SHDC about how this could be provided again from a more local level using the TAP (Town & Parish) funds. Two Parish Councils Dartington and Marldon stepped forward straight away, supported by Totnes Town Council, soon after Staverton joined the steering group and that led to a qualified youth worker being contracted in January 2016. In early 2017 we applied for Charitable status and once that was granted we applied for our own bank account which was opened in October 2017. We went forward in November 2017 to host our inaugural meeting, our first Annual General Meeting as a Charity with five Trustees representing the three parishes we were then active in; Dartington, Marldon and Staverton.

We were approached by Harberton and Rattery Parishes in autumn 2017 with a view to establishing TRAYE youth activities in those parishes. These youth activities were promoted during the summer of 2018 and regular events started in September last year.

From this nebulous start has emerged the vibrant project we see today.

This report mainly relates to TRAYE project during 2018. Fundamental to delivering and managing any community based project is suitable personnel to deliver the project and reliable funding to underpin the activities and enable good project planning. TRAYE project has been extremely fortunate in having been able to recruit four professionally trained youth workers who deliver the youth services. Kerry McCabe has been with the project since we started delivering services in 2016, she was joined in late 2017 by her husband Nathan McCabe (also a professional youth worker) as a back-up support in October 2017 and subsequently we contracted the services of Sharon Leighton-Boyce as a support worker in May 2018 and most recently Frankie Eriksson joined the team as a Lead youth worker in July 2018 to establish the new youth activities in Harberton and Rattery. Kerry remains as Lead Youth worker in Dartington, Marldon and Staverton and now coordinates and mentors the project across all five parishes. All of our youth workers have demonstrated huge commitment and a high professional standard for the youth work they deliver and are the strength of the project. It is a privilege for TRAYE project to have their services.

(cond/...)

Drawing in reliable funding has been challenging but is an essential component of retaining the youth activities and being able to make strategic plans. In 2018 we were very fortunate in receiving a generous grant from National Grid and smaller grants from Devon County Council and South Hams District Council locality funds. We also received a grant from the Devon Youth Council for a video project. The parish Council's involved in the project have also committed to provide a sum each and there are TAP funds in place but yet to be drawn down for the two new parishes involved in the project.

The activities that the youth workers deliver for the project are based on each parish having two regular youth events each month (i.e. fortnightly) in their local community hall or space during school term time. During school holidays outdoor events and outings are arranged for further afield events where the different youth groups within the project can meet each other and enjoy these activities together. At TRAYE project events the young people make new friends outside of their usual school friends. A wide diversity of young people attends these events. We aim at ages 11-16, but do allow younger siblings from age 8 to attend too. We have about 220 regular attendees across the five parishes. A number that is steady, many of those young people have been coming for over 2 years.

At the regular youth events, youth services are delivered, not just activities to occupy young people, but also activities to challenge them such as circle discussions and team activities, cooking and other useful skills are also explored at these youth sessions. There is also plenty of opportunity for the young people to talk privately with the youth workers if they wish. To ensure we provide a safe place for young people to participate in these activities Kerry has developed a series of Safeguarding policies and we have public liability and employer's liability insurance in place.

The activities this year have been wide ranging from making videos to Kebab night, 5 a Day well-being, an Around the World session, Outdoor Education and an *Adrenalin Trampoline Trip*. The Celebration event will provide a wider overview of the activities of 2018 and share some of the plans for 2019. Trustees and the Parish Councils involved receive regular monthly reports and proposed plans for the activities taking place in their parish.

During the summer, Frankie our newest youth worker set up a website for the project, which in addition to the Facebook page gives TRAYE project better visibility. It is work in progress and needs additional pages and content, but it is already a great asset.

In conclusion, I would like to thank all those involved and so very supportive in the TRAYE project. It continues to be an honour to Chair this project and it would not be possible without the able and willing support of our Trustees, our youth workers who go far beyond the call of duty and the young people and their parents and carers who enable them to attend. I also thank all our funders who have so generously supported the project and all those who in different ways give additional supports such as those helping out at the village halls etc.

This is a fantastic project; long may we be able to provide such valuable and vital services to our young people. If anyone reading this would like to start a similar project in other parishes you would be welcome to ask for information and advice.

Jacqi

year 3	01.12.17 - 01.12.18			
Income & Expenditure		INCOME	PAYMENTS	BALANCE
DATE	Details			
year 3	carried forward	2,641.56		2,641.56
05.01.18	Nathan McCabe Inv 03		109.5	2532.06
05.01.18	Kerry McCabe inv 23		628.90	1,903.16
24.01.18	DCC locality funds - Jhawkins	£800		2,703.16
07.02.18	Nathan McCabe inv 04		127.95	2,575.21
07.02.18	Kerry McCabe inv 24		973.94	1,601.27
08.12.17	D-ton Village Hall inv 0324 (revised)		208.00	1,393.27
22.03.18	National Grid Community fund	19,500		20,893.27
12.1.18	Foto Now inv FTW633		500.00	20,293.27
06.03.18	Kerry McCabe inv 25		707.90	19,685.37
06.03.18	Nathan McCabe inv 04		118.50	19,566.87
20.09.17	Unity Insurance (public liability)		100.80	19,466.07
09.10.17	Kerry McCabe inv 21		1035.99	18,430.08
31.03.18	Kerry McCabe inv 26		877.96	17,552.12
31.03.18	Nathan McCabe inv 06		277.35	17,274.77
03.04.18	Bank Statement 01 Closing balance			17,274.77
03.04.18	Staverton PC - admin share	150		17424.77
11.04.18	Bank Statement 02 Closing balance			17,424.77
17.04.18	PC funds Marlton	1,000		18,424.77
24.04.18	Marlton PC - admin share	150		18,574.77
25.04.18	Dartington PC - admin share	150		18,724.77
30.04.18	Nathan McCabe inv 07		45	18,679.77
01.05.18	Kerry McCabe inv 27		775.98	17,903.79
31.05.18	DCC Inv 342/54035747		125	17,778.79
31.05.18	South Hams NP inv459/5449		150	17,628.79
31.05.18	Nathan McCabe Inv 08		172.8	17,455.99
31.05.18	DCC Inv 54239750		203	17,252.99
31.05.18	Kerry McCabe inv 28		1,035.97	16,217.02
02.07.18	Kerry McCabe inv 29		1328.23	14,888.79
13.07.18	Bank Statement 03 Closing balance			14,888.79
02.08.18	South Hams NP inv 7262		120	14,768.79
02.08.18	Sharon L-Boyce inv 02		281.61	14,487.18
02.08.18	Sharon L-Boyce inv 01		508.65	13,978.53
02.08.18	Kerry McCabe inv 30		1,024.73	12,953.80
02.08.18	Bank Statement 04 Closing balance			12,953.80
13.08.18	Bob the Bus inv 1355		75	12,878.80
06.09.18	Sharon L-Boyce inv 03		484.23	12,394.57
06.09.18	Kerry McCabe inv 31		1,370.15	11,024.42
13.09.18	Bank Statement 05 Closing balance			11,024.42
02.10.18	Dartington Swim inv 004		37.5	10,986.92
02.10.18	Nathan McCabe Inv 09		58.95	10,927.97
02.10.18	Frankie Eriksson inv 01		168.89	10,759.08
02.10.18	Unity Insurance (public liability)		172.48	10,586.60
02.10.18	Sharon L-Boyce inv 04		354.62	10,231.98
02.10.18	Frankie Eriksson inv 02		470.61	9,761.37
02.10.18	Kerry McCabe inv 32		985.84	8,775.53
12.10.18	Bob the Bus inv 1373		75	8,700.53
12.10.18	Frankie Eriksson inv webhost		100.66	8,599.87
12.10.18	Bank Statement 06 Closing balance			8,599.87
12.10.18	Bob the Bus inv 1422		110	8,489.87
01.11.18	Sharon L-Boyce inv 05		491.08	7,998.79
01.11.18	Frankie Eriksson inv 03		769.95	7,228.84
01.11.18	Kerry McCabe inv 33		1,339.21	5,889.63
13.11.18	Bank Statement 07 Closing balance			5,889.63
19.11.18	Dartington PC grant	1,000		6,889.63
30.11.18	Nathan McCabe Inv 10		122.2	6,767.43
30.11.18	Frankie Eriksson inv 04		577.16	6,190.27
30.11.18	Sharon L-Boyce inv 06		347.35	5,842.92
30.11.18	Kerry McCabe inv 34A Phon		288.22	5,554.70
30.11.18	Kerry McCabe inv 34		944.39	4,610.31
13.12.18	Bank Statement 08 Closing balance			4,610.31
13.12.18	Nathan McCabe Inv 11		83.95	4,526.36
13.12.18	Frankie Eriksson inv 04		466.15	4,060.21
13.12.18	Sharon L-Boyce inv 06		375.79	3,684.42
13.12.18	Kerry McCabe inv 34A Phon		857.07	2,827.35
	Current Bank Balance			2,827.35
Income approved & due in				
03.03.18	Request for PC funds Staverton	1,000		19,724.77
Income approved for retrospective reimbursement				
15.12.17	TAP application to SHDC (£6,000)	4366.2		23090.97
Applications for funding - live				
20.12.17	Funding request to Waitrose	500		
20.12.17	Funding request to Tesco	500		
20.12.17	Funding request to Sainsburys	500		
20.12.17	Funding request to Cooperative	500		
20.12.17	Funding request to Morrisons	500		
Income & Expenditure projection 2018/19 Initial Budget set Sept.15				
DATE	Details	INCOME	PAYMENTS	BALANCE
end of year 2 01.12.17		19,738	17,105.42	2,705.56
	anticipated needs X1.7	35,000		
	2018 / 19 funding applications - breakdown			
29.01.18	National Lottery Award	9,950		
15.12.17	TAP application to SHDC (£6,000)	4366.2		
03.03.18	Request for PC funds Harberton	1,000		
03.03.18	Request for PC funds Rattery	1,000		
03.03.18	Request for PC funds Staverton	1,000		
May'18	DCC Locality fund: Hodgson	500		
May'18	DCC Locality fund: Hodgson	500		
May'18	DCC Locality fund: Hodgson	500		
May'18	DCC Locality fund: Hawkins	500		
May'18	DCC Locality fund: Cllr Hosking	500		
May'18	SHDC locality funds if needed	? Per parish		
Old/outstanding debits				
Unsuccessful funding applications				
12.10.17	Greggs (Pasties) Foundation	1,786		
Fib'18	The Cooperative Community Fun	1,000		

