

# Yeovil Town Council



Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

**Policy, Resources and Finance Committee**

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## Policy, Resources and Finance Committee

**Tuesday 23<sup>rd</sup> April 2024**

**7:00pm**

**Hybrid Meeting:**

**Face-to-face at Town House, 19 Union Street, Yeovil  
BA20 1PQ; and virtual using Zoom meeting software**

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For further information on the items to be discussed, please contact [town.clerk@yeovil.gov.uk](mailto:town.clerk@yeovil.gov.uk).



**Amanda Card**, Town Clerk  
17<sup>th</sup> April 2024

This information is also available on our website: [www.yeovil.gov.uk](http://www.yeovil.gov.uk)

**Members of Yeovil Town Council are summoned to attend:**

Tareth Casey

Evie Potts-Jones

Karl Gill

Wes Read

Emma-Jayne Hopkins (*Ex-officio*)

Ashley Richards

Andy Kendall (*Ex-officio*)

Royston Spinner

Jane Lowery

Rob Stickland (*Vice Chair*)

Sarah Lowery

Adrian Wilkes

Graham Oakes (*Chair*)

**Public Comments at meetings**

Members of the public may attend the meeting either physically or via zoom.

If you would like to join the meeting via zoom, please e-mail [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) by 9:00am on Tuesday 23<sup>rd</sup> April 2024. Instructions will be sent to you to view the meeting.

## **Equality Act 2010**

The general public sector equality duty places an obligation on a wide range of public bodies (including town and parish councils) in the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

Age	Race
Disability	Religion or Belief
Gender Reassignment	Sex
Marriage and Civil Partnership	Sexual Orientation
Pregnancy and Maternity	

## **Recording of Council Meetings**

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chair of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive. Please refer to our Policy on audio/visual recording and photography at Council meetings at [www.yeovil.gov.uk](http://www.yeovil.gov.uk). This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the public exercising their right to speak during the time allocated for Public Comment who do not wish to be recorded or filmed, need to inform the Chair who will instruct those taking a recording or filming to cease doing so while they speak.

# A G E N D A

## Public Comment (15 Minutes)

Due to the confidential nature of the business of item 11/208, under the Public Bodies (Admission to Meetings) Act 1960 s3, a motion to exclude members of the public and press during discussion of this item will be considered by the Councillors. *Public Bodies (Admission to Meetings) Act 1960 s3*

### 11/201 APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

Council to receive apologies for absence and to consider the reasons given. *LGA 1972 s85(1)*

### 11/202 DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations).

### 11/203 MINUTES

To approve as a correct record the Minutes of the meeting held on 26<sup>th</sup> March 2024.

### 11/204 YEOVIL4FAMILIES

Members to consider the report of the Town Clerk as attached at pages 5 to 88.

### 11/205 PUBLIC PARTICIPATION POLICY

Members to consider the report of the Town Clerk as attached at pages 89 to 94 regarding suggested amendments to the Public Participation Policy.

### 11/206 DEVOLUTION OF ASSETS AND SERVICES

Members to consider the report of the Town Clerk regarding further devolution of assets and service as attached at pages 95 to 102; and to note the notes of the meeting of the Devolution and Organisation Working Party meeting held on 3<sup>rd</sup> April 2024.

## Public Comment (15 Minutes)

### 11/207 EXCLUSION OF PRESS AND PUBLIC

The Committee will consider passing a resolution to exclude the press and public from the *next item* in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

### 11/208 STAFFING (STAFF IN CONFIDENCE)

Members to consider the report of the Town Clerk attached at pages 103 to 107.

## **11/204 YEOVIL4FAMILIES**

At its meeting held on 26<sup>th</sup> March 2024, this committee agreed in principle a Service Level Agreement with Yeovil Community Church as a contribution to funding of the Yeovil4Families programme; and that the Town Clerk would work with the Leader at Yeovil Community Church to formulate a proposal for discussion (originally at the next meeting of Town Council but it was established that due to time constraints that providing the proposal in time for that meeting was not achievable).

A Business Case is attached along with the following documents:

- Yeovil4Family – Helping People to Help Themselves – Impact Report – Year Ending 31 March 2023
- Yeovil Community Church Annual Report and Finance Statements for Year Ended 31 December 2023
- Yeovil Community Church – Safeguarding Adult’s Policy
- Yeovil Community Church – Safeguarding Children Policy

A representative from the Yeovil4Families Team will be present at the meeting.

It is suggested that the Town Council contributes £25,000 per year for 3 years. For 2024/25 it is suggested that this is funded by the following:

- £7,250 2023/24 grant underspend
- £10,000 2023/24 New Initiative underspend
- £7,750 contingencies.

From 2025/26 onwards a budget of £25,000 should be agreed.

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to agree to a Service Level Agreement of £25,000 per year for 3 years; and
- (3) should (2) be agreed, to fund the amount as highlighted in the report above.

***(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)***

## **Yeovil4Family**

### **About Yeovil4Family**

Yeovil4Family works to offer support to struggling families and individuals, and those who need support linking to the right services. Yeovil4Family work for up to a year with families and individuals. During this time, they help them to find solutions to the difficulties they are facing so that they can build sufficient resilience to confidently help themselves and cope with future challenges.

While every family or individual experiences their own distinctive set of challenges and have needs unique to their lives, it is observed that they often experience one or more of the following issues:

- Unemployment or insecure employment;
- Unstable housing;
- Dependency on benefits;
- Frequent engagement with services such as children's social care, health services or the police;
- Children's attendance at school is often poor, affecting their attainment and life-chances.

Being able to connect and form a relationship of trust is vital to help a client recognise and overcome any barriers to a better way of life. The Yeovil4Family programme includes one-to-one tailored support offered by Link Workers and Volunteer Mentors to support the client and show them that things can be different, both now, and for generations to come.

Yeovil4Family have built relationships with some schools, doctor's surgeries and health visitors, and have been able to partner them with a Link Worker. This Link Worker reserves an allocated amount of spaces on their caseload for their partner organisation. We have called this way of referring to us an 'Early Help Route'. The Link Worker works collaboratively with their Early Help Route and Yeovil4Family believe that having these links means that they are able to identify those who need support before they hit the point of crisis. They also accept referrals from any other agency, and we call these our 'Core' referrals.

Yeovil4Family work with all types of families and individuals whatever their family structure, faith, identity, race, disability, marital status, social class, age, gender identity or sexual preference.

## Engagement

During 2023, Yeovil4Family Link Workers and volunteers have supported:



More detailed work can be found in the Impact Report (Year Ending 31<sup>st</sup> March 2023) which is attached.

## Budget 2024 and 2025

Y4F budget 2024 and 2025	
<b>Expenditure</b>	
<b>Staff Costs</b>	
Joint Programme Lead (IPS)	32,371.73
Joint Programme Lead (Resettlement)	12,823.12
Link Workers x 4	81,341.56
Admin Support	22,480.49
Training	5,000.00
Travel	2,000.00
<b>Total Staff Costs</b>	<b>156,016.90</b>
<b>Other Costs</b>	
Equipment	16,000.00
Marketing & promotion	3,000.00
Room hire/venue hire	12,000.00
Activity cost/management/office	24,000.00
<b>Total Other Costs</b>	<b>55,000.00</b>
<b>Total Expenditure</b>	<b>211,016.90</b>
<b>Income</b>	
Increased giving from church for Y4F specifically	53,500.00
Additional giving for core costs	18,150.00
Grant received from trust	50,000.00
<b>Total Income</b>	<b>121,650.00</b>
<b>Shortfall</b>	<b>89,366.90</b>

Yeovil4Families are currently in the process of bidding to the National Lottery and are awaiting a response from Yeovil Without Parish Council. Any ongoing shortfall we are unsuccessful in filling will result in fewer families supported at a time the need is growing rather than shrinking.

Yeovil4Families are requesting support in the shape of a Service Level Agreement for a 3-year period.





HELPING PEOPLE  
TO HELP THEMSELVES

# Impact Report

Year Ending 31 March 2023



# Contents

Who We Are	1
Case Study 1	3
Referral Data	4
Programme Capacity	9
Case Study 2	10
Data and Outcomes	11
Case Study 3	18
Our Team	20
Intentional Peer Support	22
Case Study 4	24
Case Study 5	26
The Roost	27
Yeovil Welcome Hub	29
The Story So Far	32
Moving Forward	33
A Few Words From Our Clients	34
Our Thanks	35

# Who we are



## Our place in the wider system of support

Yeovil4Family works to offer support to struggling families and individuals, and those who need support linking to the right services. We work for up to a year with families and individuals. During this time we help them to find solutions to the difficulties they are facing so that they can build sufficient resilience to confidently help themselves and cope with future challenges.

While every family or individual experiences their own distinctive set of challenges and have needs unique to their lives, we observe that they often experience one or more of the following issues:

- Unemployment or insecure employment;
- Unstable housing;
- Dependency on benefits;
- Frequent engagement with services such as children's social care, health services or the police;
- Children's attendance at school is often poor, affecting their attainment and life-chances.

## How Yeovil4Family makes a difference

Being able to connect and form a relationship of trust is vital to help a client recognise and overcome any barriers to a better way of life. The Yeovil4Family programme includes one-to-one tailored support offered by Link Workers and Volunteer Mentors to support the client and show them that things can be different, both now, and for generations to come.



We have built relationships with some schools, doctor's surgeries and health visitors, and have been able to partner them with a Link Worker. This Link Worker reserves an allocated amount of spaces on their caseload for their partner organisation. We have called this way of referring to us an 'Early Help Route'. The Link Worker works collaboratively with their Early Help Route and we believe that having these links means that we are able to identify those who need support before they hit the point of crisis. We also accept referrals from any other agency, and we call these our 'Core' referrals.

We work with all types of families and individuals whatever their family structure, faith, identity, race, disability, marital status, social class, age, gender identity or sexual preference. At Yeovil4Family, by God's Spirit and working in partnership, our vision is to see the tide of relational breakdown turn, to see children who are loved and cared for prosper and family relationships that are constructive and affirming instead of destructive and damaging. We endeavour in our daily lives to live out our values of **community, equality, inclusivity, hope** and **transformation** as we work alongside our clients.

## The Yeovil4Family model

Link Workers can manage and support up to 15 trained Volunteer Mentors and hold a caseload of a maximum of 15 families or individuals. The Link Worker is key to bringing together the support families and individuals may need. Once a referral has been accepted and allocated, Link Workers meet with clients to get to know them. Together, they talk about the client's needs and how they would like to move forwards. This discussion is informed by the referral agency and later on, with the client's consent, by other agencies involved. The Link Worker then supports the client to set goals, create a plan and set review dates, liaising with other agencies as required. They offer support to the client while monitoring and evaluating the success of the journey throughout.

Mentors are trained volunteers who meet regularly with clients in their home with the purpose of listening to them, providing support and encouragement and helping the client find hope while they work towards their goals. A Volunteer Mentor spends a minimum of one hour per week for a minimum of six months with their matched family or individual. Link Workers and Volunteer Mentors work collaboratively alongside other agencies to provide an effective scaffold for supporting our clients.

## The success of our model

The Yeovil4Family model combines two foundational elements: we build strong, supportive relationships while also being solution focused. We believe our work continues to be successful because we offer long term support of up to one year for our clients. This facilitates building open and honest relationships which provide consistency, so that small successes for clients gradually grow into larger successes. Overall, this results in stronger, more confident and resilient individuals who are ready to play a positive role in their communities.

## Expanding our services

As our programme has developed, we have continued to provide innovative and sustained support to meet the needs of our communities.

Intentional Peer Support groups have been established to facilitate clients building friendships and confidence. These groups provide ongoing support to clients during and after their journey with Y4F, consolidating their learning and building resilience.

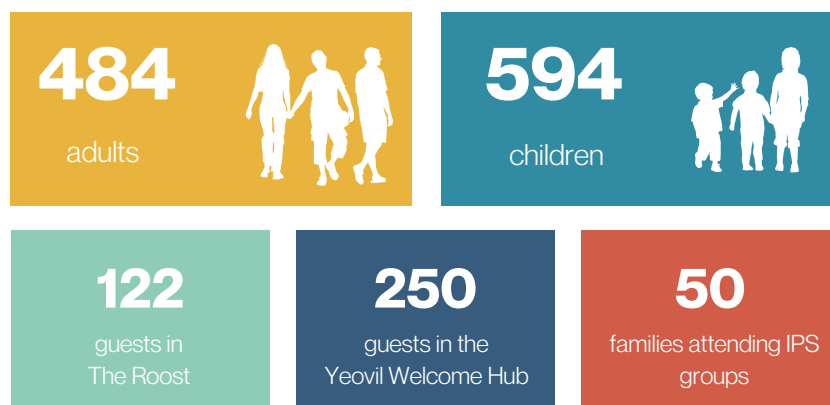
We continue to support clients experiencing homelessness, including sofa-surfing, rough sleepers or those who are vulnerably housed, through our twice weekly drop-in, known as The Roost. Guests experience a place to belong, receive hot food and drinks, support around housing and homelessness, debt and money. Shower and laundry facilities are also available, medical care from professionals and well-being activities are on offer.

This year we have established The Yeovil Welcome Hub which runs twice a week to support refugees and asylum seekers who have arrived in the area. Support is given on housing, jobs, applying for benefits and school places and all aspects of living in a new country. A range of ESOL classes are also offered every week.

Each of these bespoke programmes has a dedicated Link Worker allocated to plan for and co-ordinate tasks, oversee groups and manage volunteers.



## This year our Link Workers and volunteers have supported:

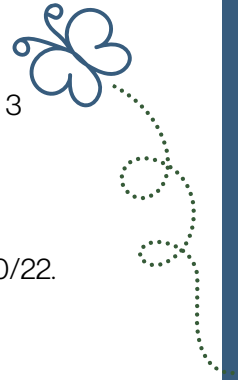


## Our values...

- Community
- Equality
- Inclusivity
- Hope
- Transformation



# Case Study 1



The family consists of Mum, Dad (who is stepdad to child 1 and child 2), Child 1 (aged 8), Child 3 (aged 3), Child 4 (aged 2), Child 5 (aged 2 months).

Child 2 (aged 7) does not live in the household, but with his father.

The family signed consent for Y4F support on 19/5/21 and stopped receiving support on 6/10/22.

## Referral and initial concerns

The family were referred by a Yeovil Junior School as they thought Mum would benefit from support in accessing housing advice, sorting out finances, access to food parcels and knowing her rights regarding equal parenting.

Mum was sometimes concerned over her own mental health. This was exacerbated by a difficult and abusive relationship involving domestic abuse with her ex-partner. Shared custody with Child 2 was also challenging due to previous domestic violence. Calls to the National Centre for Domestic Violence were difficult for mum to cope with.

Mum was also worried about losing her home due to rent arrears even though the flat was unsuitable for the family to live in. The family were told they would have to go into temporary accommodation as they has been served an eviction notice. Council and electricity bills were overdue.

## Overview of support

Initially the Link Worker supported the family by regularly checking Homefinder to help find appropriate accommodation and encouraged Mum to call the debt collectors and electric company to sort out repayments and install a smart meter. These actions came about as a direct result of some of the goals the family wanted to work on.

The Link Worker was able to signpost the family to the Gingerbread website regarding child contact matters and the app, Bright Sky which has emergency numbers and support regarding domestic abuse, as well as help Mum apply for legal aid.

During the time of support, the Link Worker also referred the family to: The Lord's Larder (food bank), Kids Matter Parenting Programme, Busy Fingers, a Y4F intentional peer support group and Springboard, a Y4F Intentional Peer Support group for families to provide support as they exit the programme.

## Outcomes

Before the family reached the end of their eviction notice, they were awarded a house in a nearby village. This has been life changing for them as it has meant that the children have separate boys' and girls' bedrooms. There is also a small garden where the children and the dog can run around. The washing can be dried outside meaning there is much less chance of mould developing in the house. There is a local school and shops within walking distance, which is ideal as the family don't drive.

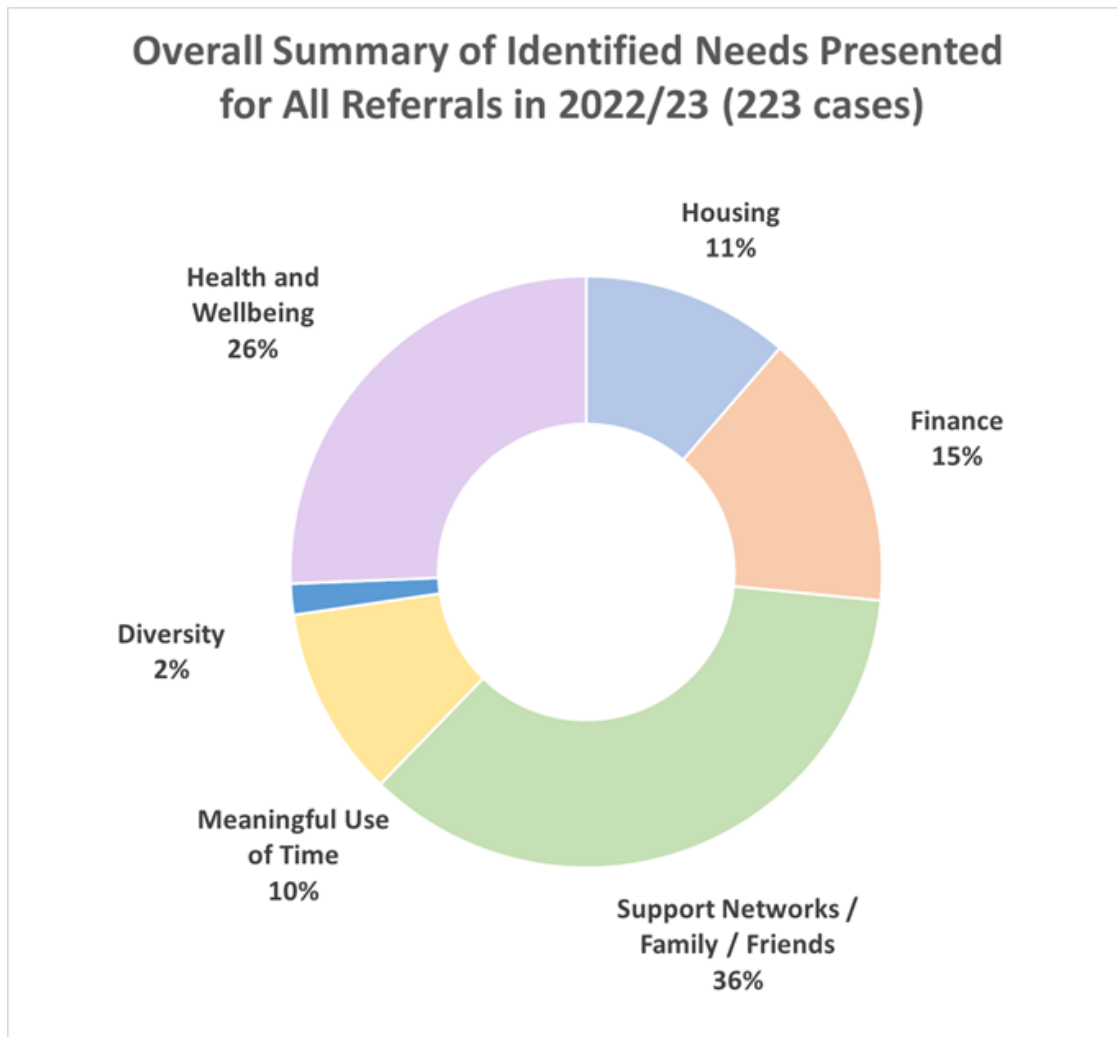
The family receive housing support now so any issues with housing upkeep can be swiftly dealt with. Moving to a nearby village also means mum's ex-partner no longer knows where the family live, so there has been a vast improvement in Mum's mental health.



*Thanks for everything you have done for us and our family - we're all so grateful. - Mum*

# Referral Data

## A summary of needs and circumstances



The above data has been collated from all the requests for support Yeovil4Family receive from referring agencies. The general split is very similar to last year, with requests for help around families and friends and building support networks remaining the most frequently highlighted area of need. It has in fact, increased from 34% of the needs requested last year, to 36% this year.

## Building support networks

This category includes all the requests for involvement requiring Yeovil4Family to support our clients to grow their family and friendship links and other social networks to address the social isolation many people feel. Helping our clients to establish strong support networks enables them to build the resilience needed to be able to support themselves in the future. This is particularly important in the ongoing cases of domestic violence we see in our caseload. Those people with strong wider community relationships are much more likely to leave dangerous situations than those without.

## Health and wellbeing

As with last year, health and wellbeing is the second most frequent reason for requesting support. This category includes issues such as: social, emotional and mental health difficulties, dealing with anxiety and depression, grief and bereavement, and diagnoses of personality disorders and post-traumatic stress disorder. This category also includes requests for support with accessing health services and other agencies for support with issues such as drug and alcohol misuse and physical health including diet and exercise.

## Housing

Although housing is not usually the primary reason for referral to Yeovil4Family, it does remain a significant source of stress for our families. Link Workers continue to support our clients with housing issues including: homelessness, helping to arrange housing repairs, problems with neighbours, rent arrears, clients in breach of contract and those at risk of eviction. Significant numbers of our clients also live in properties that are unsuitable and need support with Homefinder applications and providing extra evidence to expedite moving into properties that are more suited to their needs.

## Finance

Referrals around finances have increased this year by 2%. Our Link Workers help clients learn how to budget, and address issues such as problems paying rent or other bills, managing debts and accessing appropriate benefits. We also work closely with Christians Against Poverty to support our clients in learning how to manage their money and become debt-free.

We work in close partnership with the Lord's Larder Foodbank, where Link Workers can request food parcels for clients in need. We also support with emergency requests of clothing, furniture and a large range of household basics when necessary.

## Other issues

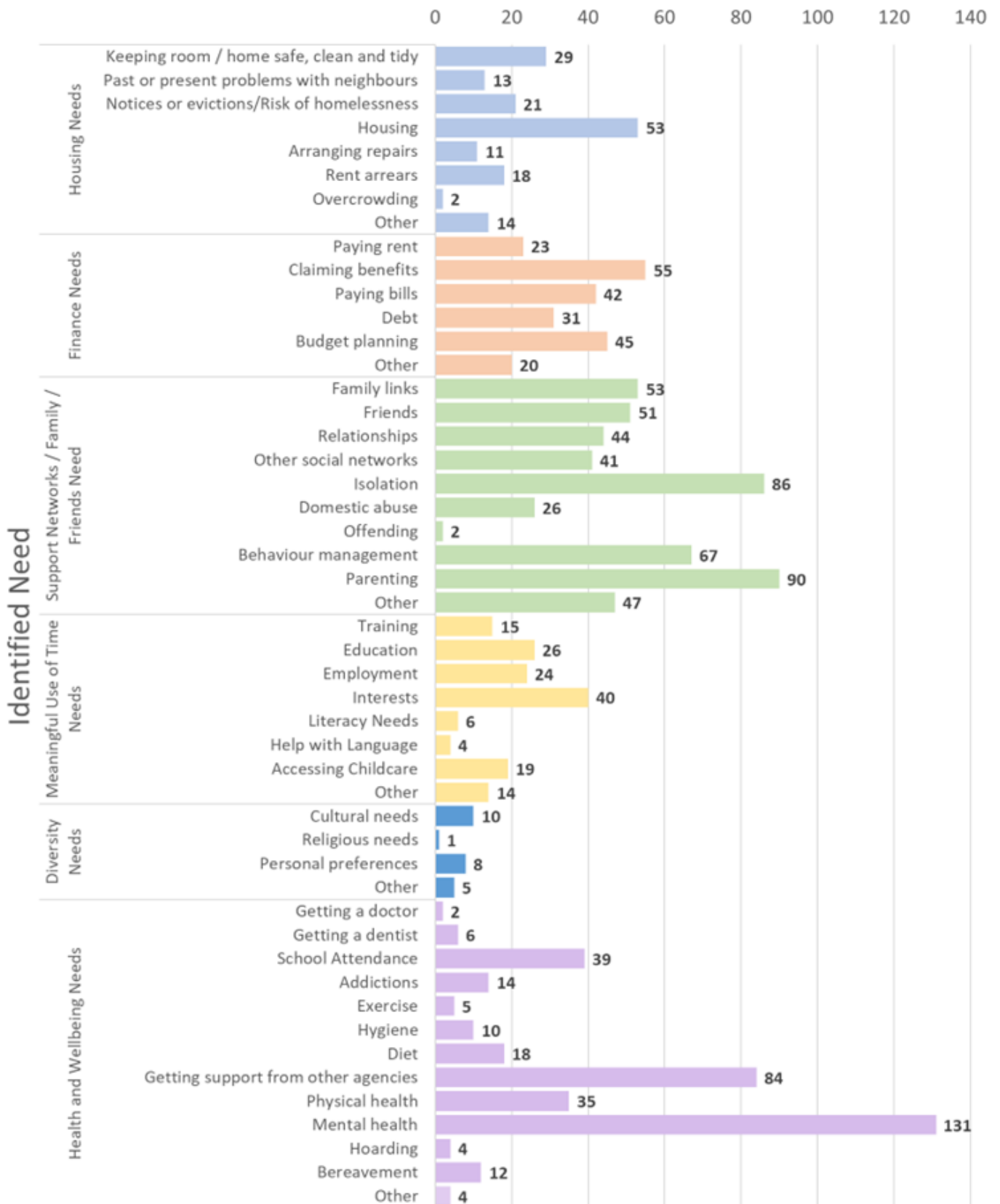
Many of our clients need support in making meaningful connections within their family and the wider community. We continue to refer parents to Kids Matter in Yeovil, an award-winning parenting group and we are now offering a Kids Matter group in Chard. This not only meets this need for assistance with parenting, but also brings people together, reduces isolation and enables people to learn in a facilitated peer-support group. Going through a shared experience helps to build connections and helps participants feel supported.

Intentional Peer Support groups (detailed below) continue to grow and have had great success in helping people to use their time meaningfully. Support groups enable participants to both give and receive peer support, provide a model for positive relationships and grow resilience for people helping themselves.

“My client had previous bad experiences of working with professionals, so a lot of my support involved building trust, showing up regularly and helping her to believe that we really do care about how she feels and what she needs. She needed to know I wasn't there to judge, but just walk alongside her and help her meet her goals. By the end of our time together, she was able to begin work with other professionals, such as therapists and the Family Intervention Service, which she never could have done at the start. I think we are so successful with clients because we can give them a significant amount of time. That's what many of them need to see long-term change. L, Link Worker.

## Chart showing summary of needs and circumstances on entry to programme

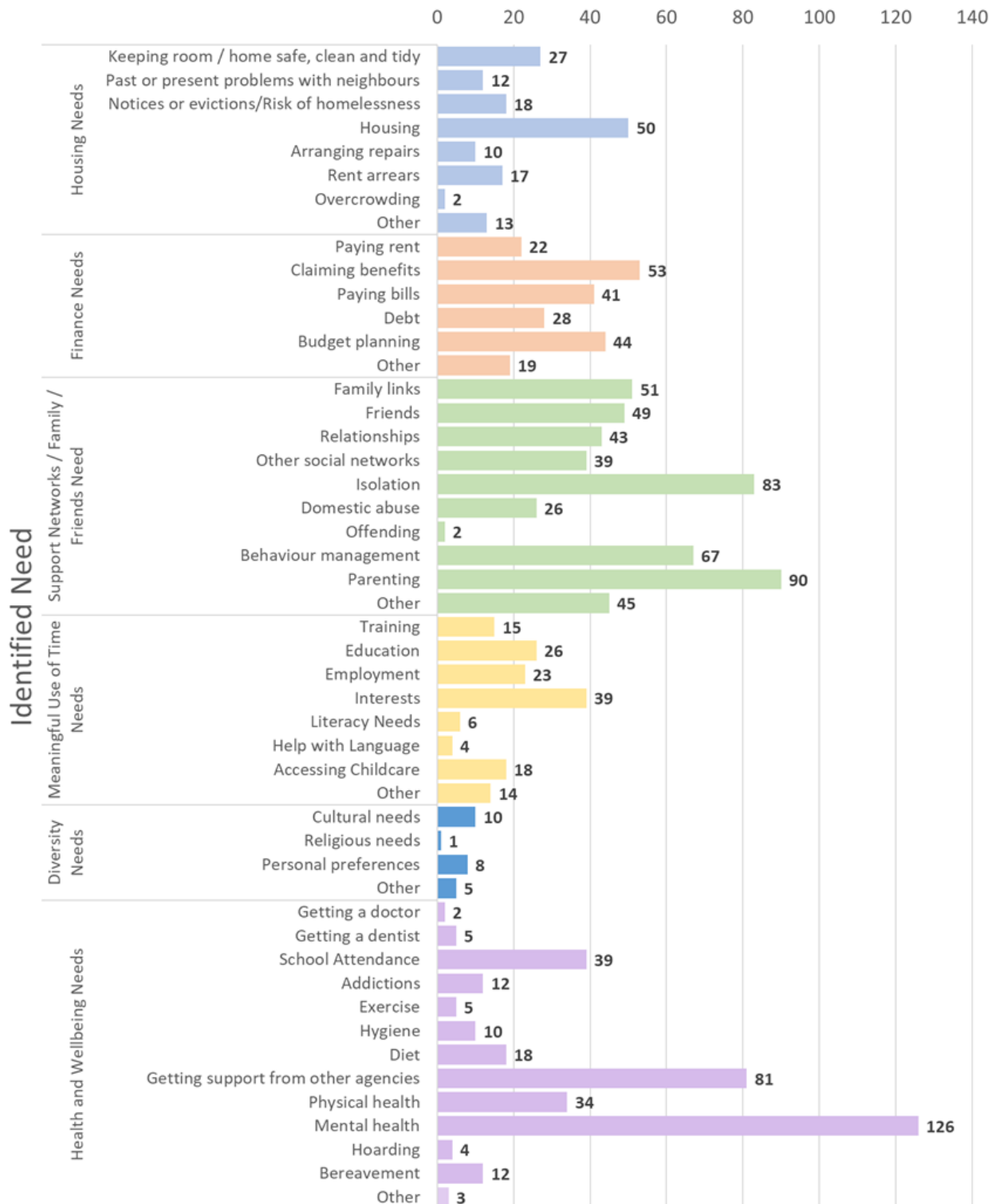
Frequency of Identified Needs Presented for All Referrals in 2022/23 (223 cases)





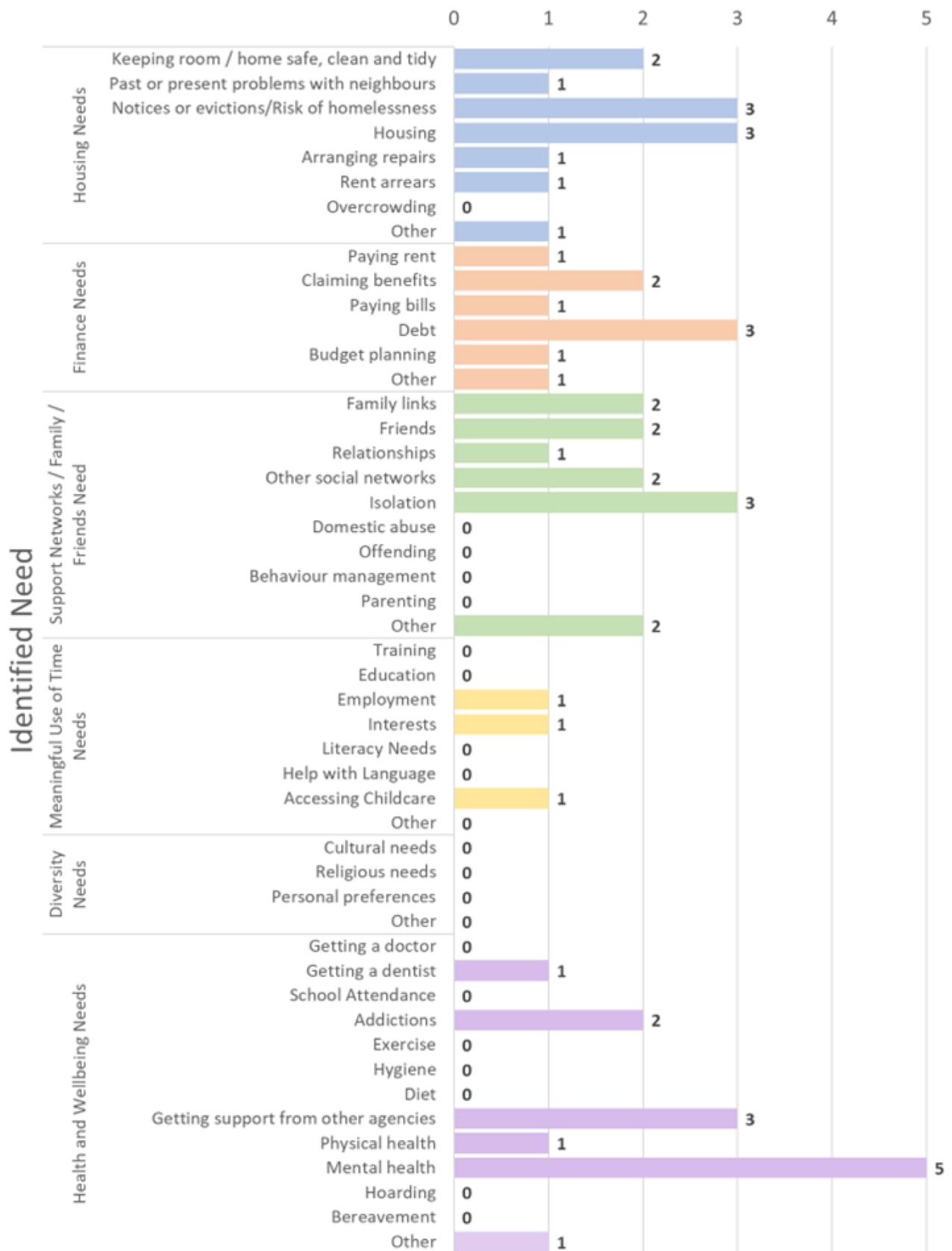
# Chart showing summary of needs and circumstances on entry to programme (families)

## Frequency of Identified Needs Presented for Family Referrals in 2022/23 (216 cases)



# Chart showing summary of needs and circumstances on entry to programme (individuals)

## Frequency of Identified Needs Presented for Individual Referrals in 2022/23 (7 cases)



# Capacity

Our Link Workers have begun supporting 136 new families and individuals this year. This is in addition to the ongoing caseload from the previous year, as our support continues for 12 months.

It is evident that the need for support in Yeovil and South Somerset continues to far outstrip our ability to respond. We received 223 referrals this year but were only able to allocate 136 to our Link Workers. In many cases, this is because the level of need is too high for our service. Our Early Help routes seek to address this by enabling us to start supporting families before they reach crisis point. As of March 2023, we have had to close our waiting list and do not anticipate being able to open it again until June. There are 29 families currently on the waiting list.

Our services offer a year of walking the journey of support with a family or individual to ensure that we build strong relationships of trust and understanding, model resilience and instil healthy habits for change. We offer a bespoke package of support to each client, based on their individual needs and designed to grow their own resilience so they are able to meet their own needs.



*The reason we're successful is that we keep showing up when everyone else gives up. - C. Link Worker*

## Referral sources to Yeovil4Family year ending 31st March 2023

Yeovil4Family has received referrals from a diverse group of agencies and professionals as outlined below.

Referral Route Analysis for All Active Cases in 2022/23 (265 cases)		
Tenure	Cases	Percentage
Abri	3	1.1%
BCHA	1	0.4%
Community Mental Health Services	3	1.1%
CSC	7	2.6%
FIS	12	4.5%
GP	30	11.3%
Health Visitors	22	8.3%
Homefirst	0	-
MIND	0	-
Open Mental Health	2	0.8%
OT Service	1	0.4%
Other	26	9.8%
Portage service	1	0.4%
SCC Public Health Nursing	0	-
Schools	138	52.1%
SomersetWorks	1	0.4%
SSDC - Housing	13	4.9%
Stonewater	0	-
Unknown	0	-
Yeovil Community Church	4	1.5%
Youth Opportunity Group	1	0.4%

# Case Study 2

The family consists of Mum, Child 1 (aged 17), Child 2 (aged 9) and Child 3 (aged 2).

The family signed consent for Y4F support on 18/8/21 and stopped receiving support on 18/10/22.

## Referral and initial concerns

The referral came from a Health Care Group. The focus of the referral was around supporting Child 1 with a possible Autism assessment and diagnosis and looking into what support there is available for further education for Child 1 around this. Mum has history of poor mental health also.

In addition, there were issues with ongoing repairs in the house such as damp and mould that had not been addressed.

## Overview of support

The first challenge was to try and build a relationship with Child 1 which took some time as she was socially anxious. A referral to Promise Works in the first instance was a positive step forward. Child 1 started to open up during Link Worker visits and communication was made with college to ensure they were aware of her needs and arrangements.

The ongoing tension between Mum and Child 1 was always a strain but Mum and Child 1 eventually tried to work through this together by trying and using new strategies.

Meanwhile during visits, the Link Worker learned that Child 2 was suffering with emotional trauma from Mum's past mental health struggles. The Link Worker put together a plan of action with the school and pastoral team in order to support him. This worked effectively for Child 2 and is still ongoing.

During the time of support the Link Worker also:

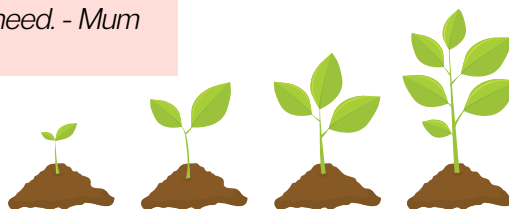
- Visited Mum weekly to listen and offer encouragement and support.
- Referred the family to the Lord's Larder 3 times for food parcels, including at Christmas.
- Attended professional meetings for Child 1 with the college SEND team.
- Wrote statements supporting Mum's PIP claim.
- Helped Mum gain confidence to go back to work and negotiate sick pay.
- Liaised with school pastoral team to facilitate emotional support for Child 2.
- Supported Mum to get mould issues in the house repaired.

## Outcomes

There has been a huge improvement in Mum's mental health which has had a positive impact on the whole family. Mum is now much more confident and aware of her strengths. Child 1 and Child 2 have plans in place for support in their places of education and Child 3's asthma and allergies are greatly improved due to the repairs that have taken place in the house.



*Sometimes being listened to is all you need. - Mum*



# Data and outcomes

It should be noted that families enter and exit the Yeovil4Family programme fluidly. There are often gradual closures at the 12 month mark and as a result, numbers may fluctuate within our outcome data. In our current caseload, there are some cases which do not show in either our referral or exit data due to cases being opened throughout the year, and some clients being supported for longer than 12 months. This is why the number of cases represented in the charts below may vary. In each case, all relevant cases have been included.

## Accommodation Tenure and Housing

The data below reveals that a total of 71% of clients live in rental properties, with 52.5% housed in properties owned by a social landlord. 13.2% of clients supported this year are homeowners. This demonstrates the fact that the vast majority of the families and individuals we support live on low incomes, have limited social mobility and fewer life opportunities.

**Table: Property tenure of Yeovil4Family clients for 22/23**

Tenure Analysis for All Active Cases in 2022/23 (265 cases)			
Tenure	Housing Association	Cases	Percentage
Home Owner		35	13.2%
Private Rent		49	18.5%
Social Rent		139	52.5%
	<i>Abri</i>	89	33.6%
	<i>BCHA</i>	2	0.8%
	<i>Clarian Housing</i>	0	-
	<i>Hastoe</i>	2	0.8%
	<i>LiveWest</i>	13	4.9%
	<i>Magna Housing</i>	3	1.1%
	<i>Sanctuary</i>	3	1.1%
	<i>Stonewater</i>	21	7.9%
	<i>Other</i>	0	-
	<i>Unknown/Unsure</i>	6	2.3%
Emergency Accommodation		4	1.5%
Sofa Surfing		5	1.9%
Homeless		5	1.9%
Other		8	3.0%
Unknown		20	7.5%



## Table: Property tenure by families 22/23

Tenure Analysis for Active Family Cases in 2022/23 (259 cases)			
Tenure	Housing Association	Cases	Percentage
Home Owner		35	13.5%
Private Rent		47	18.1%
Social Rent		136	52.5%
	<i>Abri</i>	86	33.2%
	<i>BCHA</i>	2	0.8%
	<i>Clarian Housing</i>	0	-
	<i>Hastoe</i>	2	0.8%
	<i>LiveWest</i>	13	5.0%
	<i>Magna Housing</i>	3	1.2%
	<i>Sanctuary</i>	3	1.2%
	<i>Stonewater</i>	21	8.1%
	<i>Other</i>	0	-
	<i>Unknown/Unsure</i>	6	2.3%
Emergency Accommodation		3	1.2%
Sofa Surfing		5	1.9%
Homeless		5	1.9%
Other		8	3.1%
Unknown		20	7.7%

## Table: Property tenure by individuals 22/23

Tenure Analysis for Active Individual Cases in 2022/23 (6 cases)			
Tenure	Housing Association	Cases	Percentage
Home Owner		0	-
Private Rent		2	33.3%
Social Rent		3	50.0%
	<i>Abri</i>	3	50.0%
	<i>BCHA</i>	0	-
	<i>Clarian Housing</i>	0	-
	<i>Hastoe</i>	0	-
	<i>LiveWest</i>	0	-
	<i>Magna Housing</i>	0	-
	<i>Sanctuary</i>	0	-
	<i>Stonewater</i>	0	-
	<i>Other</i>	0	-
	<i>Unknown/Unsure</i>	0	-
Emergency Accommodation		1	16.7%
Sofa Surfing		0	-
Homeless		0	-
Other		0	-
Unknown		0	-

# Families outcomes data

Of the families we have supported this year, 42% indicate feeling significantly improved mental health and wellbeing. 37% of families told us that they have noticed improvements in their children's mental health and wellbeing too. After a year of being supported by us, 51% of families stated that they have seen a positive change in their confidence levels. 49% are showing reduced feelings of isolation and 53% reporting improved mood. When you consider the ongoing difficulties and challenges people have faced over the last 3 years since the COVID-19 pandemic, this is a significant outcome.

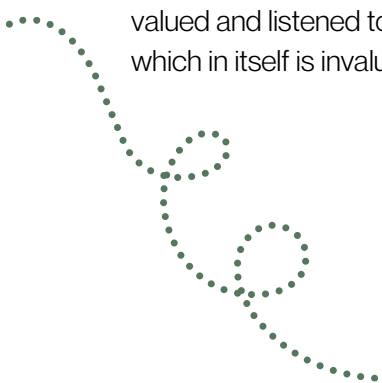
Many families, on joining the programme report struggling with their children's behaviour. Link workers can support parents with establishing routines and boundaries for their children. Following support from Y4F, 33% of all families report improvement in setting boundaries, and 38% of families find it easier to set routines. Over half of the families (51%) felt that they were regaining a sense of control over their family life which is very empowering for a care giver.



Looking at the improvement reported by families, the majority of outcomes are positive. It should be noted that 88% of Early Help cases reported positive outcomes, compared to only 83% of the core funding cases. This would indicate that supporting families earlier in their journey can have a more positive outcome. Because of the partnerships we have built with our 'Early Help Routes' we are able to make connections with families before they reach crisis point. This was one of our key aims when Yeovil4Family began and continues to be a priority. Our team has grown to help increase the number of referrals we are able to accept straight away, however our waiting list is currently closed meaning many clients are having to wait longer to access our support.

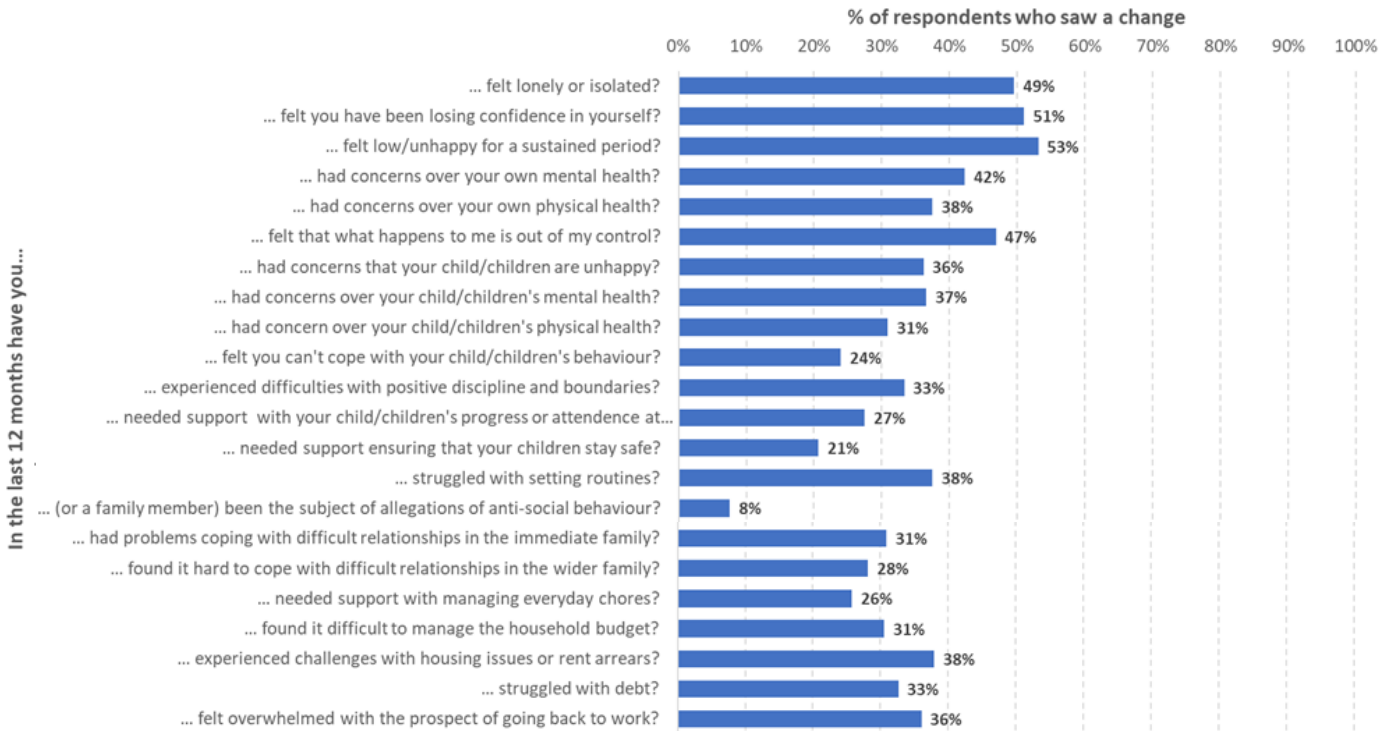
We observe that many families are often more optimistic with their assessment of their situation at the beginning of support. We have sometimes found the barriers to complete transparency have been influenced by previous negative experiences, and a misunderstanding of other professionals roles. This can lead to a reluctance to honestly face the issues that are presenting within the family. Over time (as they build a relationship of trust) they are able to admit how difficult things can be, or become more self-aware as to the nature of their situation. We also find that clients would often like their support to continue for longer so they may record lower scores during their exit interview. This can cause our outcome data to appear poor. As a result, we suspect that our actual outcomes are likely to be understated.

Furthermore, many of the outcomes we look to support at Yeovil4Family are not measurable with numbers or data. At the end of the programme, clients have benefitted in many ways including improved resilience, confidence and feeling in control of their lives. Our clients also feel seen, valued and listened to which in and confidence. Our clients also feel seen, valued and listened to which in itself is invaluable.

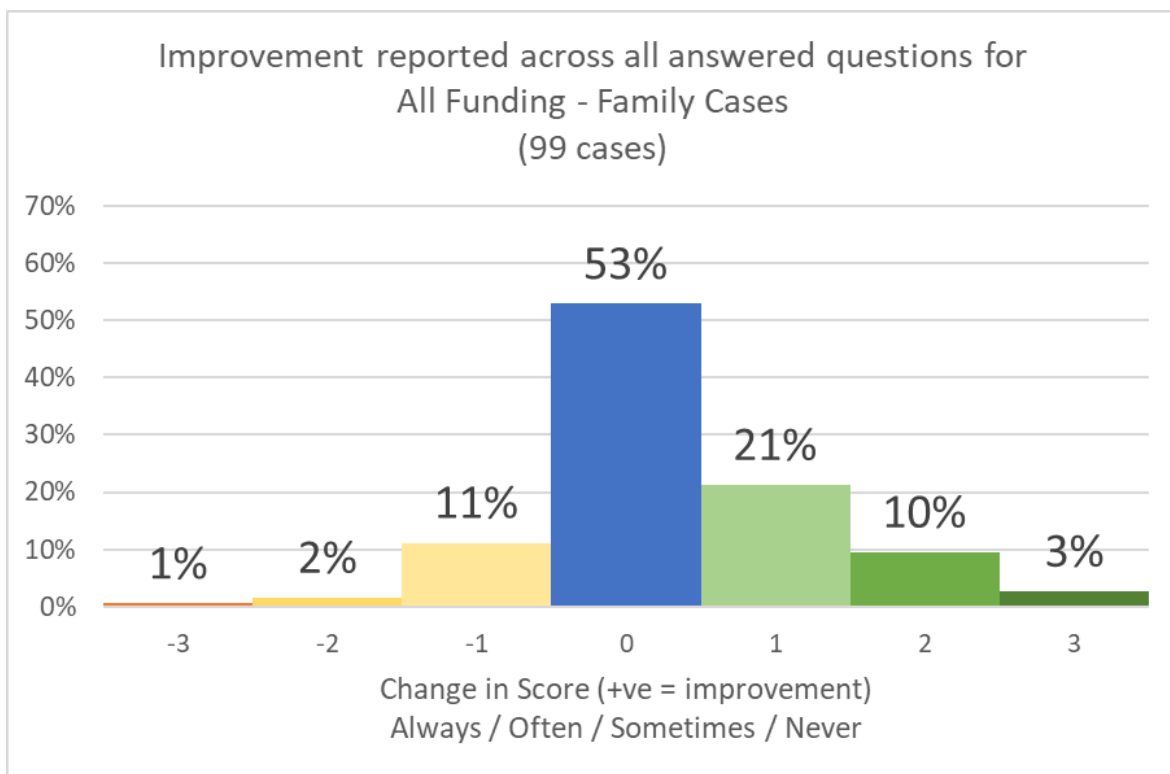


# Chart showing outcomes data for families

Areas of Improvement in Percentage Change as reported for All Funding - Family Cases (99 cases)

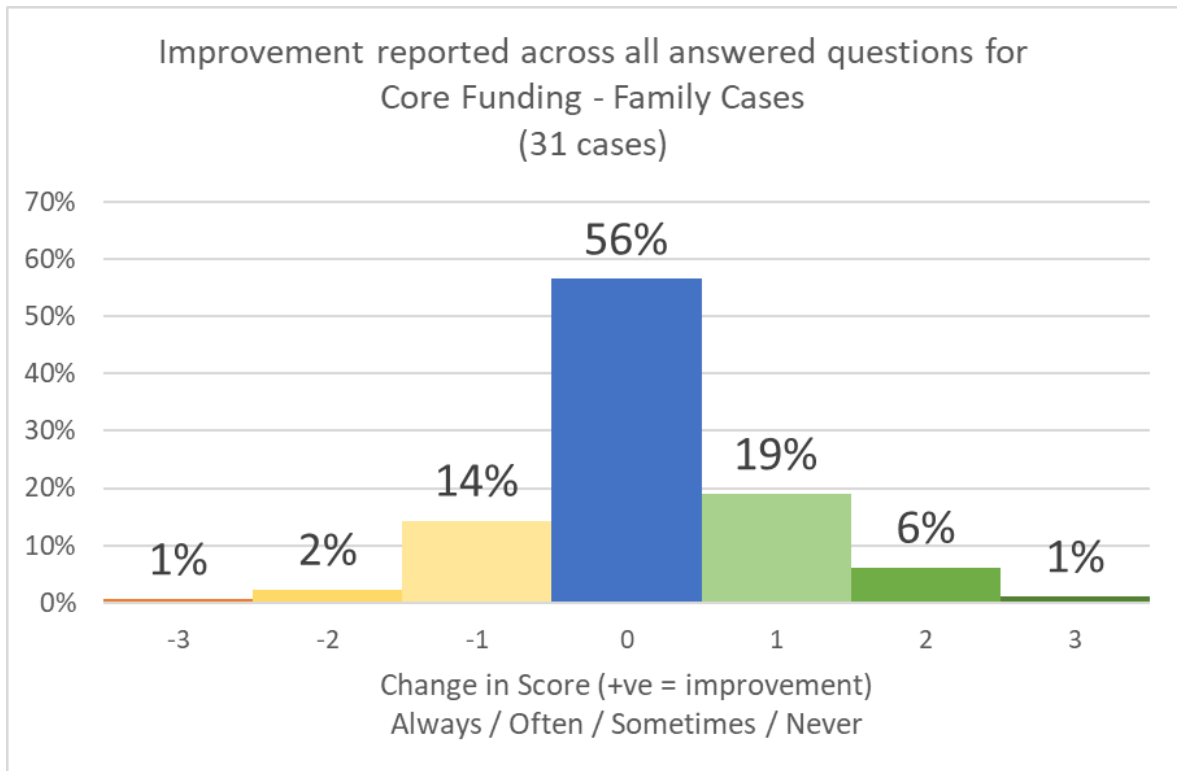


# Chart showing improvement reported by families - all funding

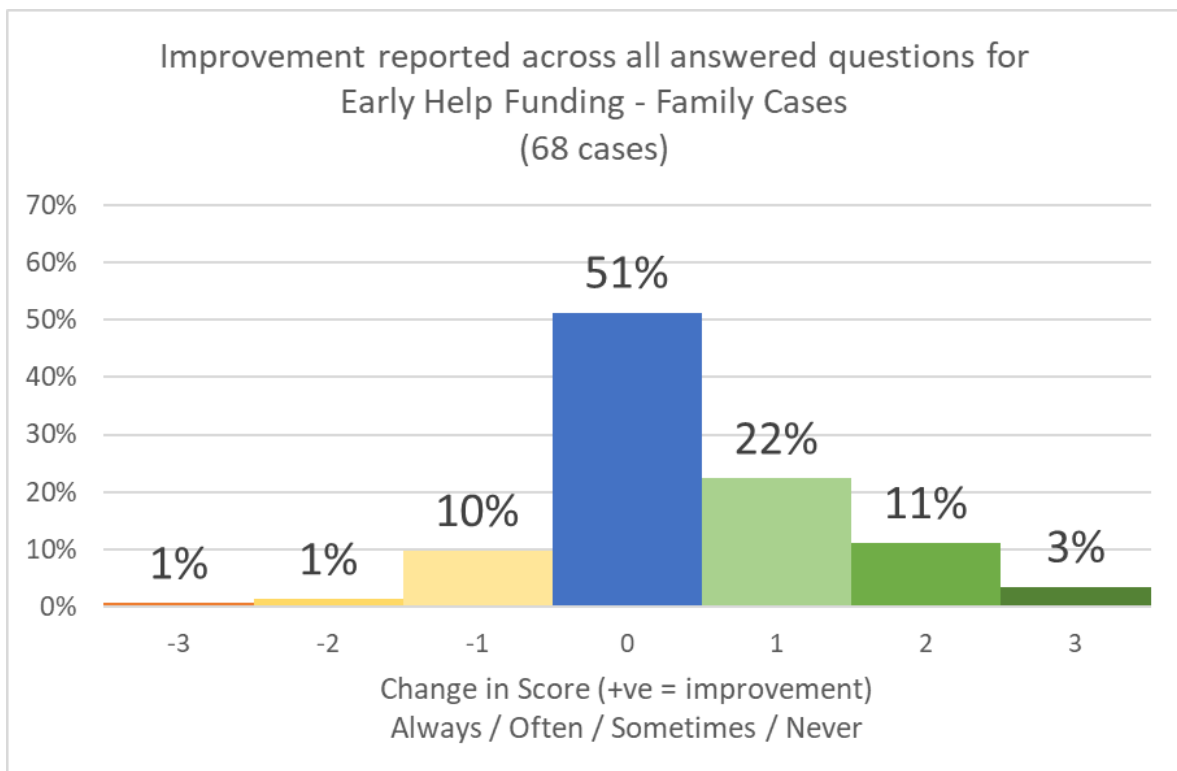




## Chart showing improvement reported by families - core funding



## Chart showing improvement reported by families - early help funding



# Individuals outcomes data

Feelings of being lonely and isolated, low mood, and maintaining a healthy lifestyle were improved this year for 100% of clients on leaving the programme. When clients exited the programme, 100% of them reported that they felt the prospect of going back to work was no longer overwhelming. Half of the individuals (50%) we supported had said that their self confidence had risen too.

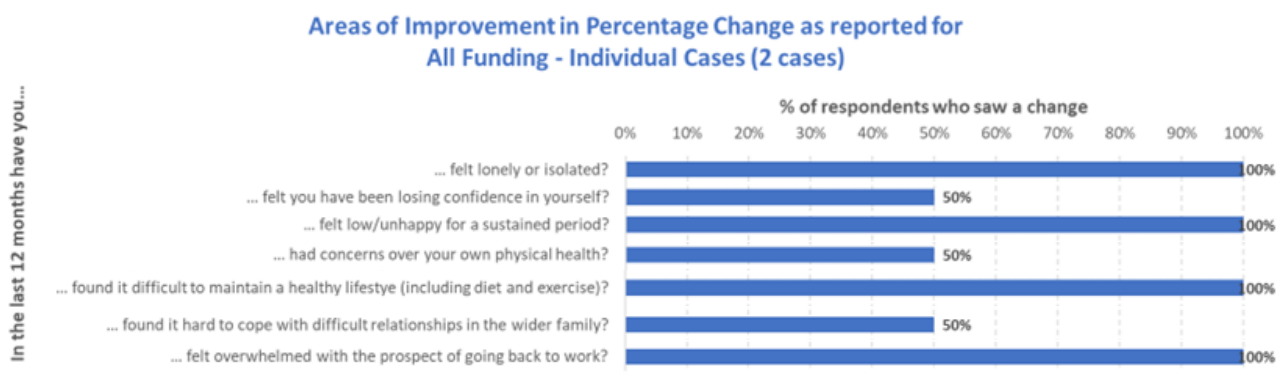
Half of the respondents reported improved feelings around maintaining positive, healthy relationships within their family and wider social networks. Connection to others is an important protective factor that helps build resilience and the ability to cope with many life challenges.

50% of individuals indicate they have observed a positive change in their concerns over their physical health.

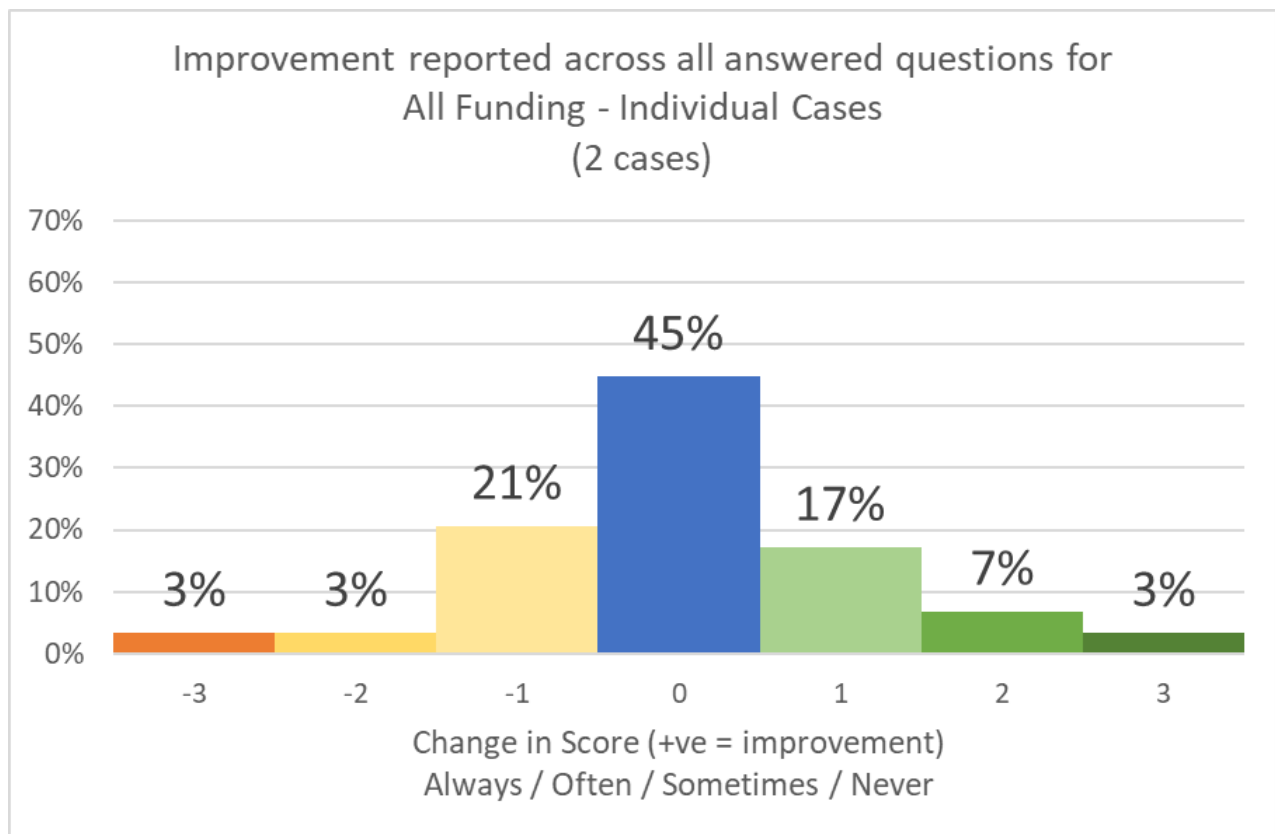
It is important to comment on cases, in which we may see negative or, what may individually appear to be, poor statistical outcomes. Often this is due to the clients wanting the support to continue and therefore recording lower scores during their exit interviews. Results at the end of support can sometimes indicate more honesty from client which is progress in itself. On the other hand, some clients are not always willing to admit they are struggling with things which affects data capture at the start of a journey. This can in turn affect the outcomes data and impact measurement.

In all such instances, data does not capture the shared honesty that takes place between Link Worker and client on the client's exit from the programme. Neither does it capture the myriad of ways in which resilience for the client has grown.

## Chart showing outcomes data for individuals



## Chart showing improvement reported by individuals



# Case Study 3



The family consists of Mum, Child 1 (aged 12), Child 2 (aged 10) and Child 3 (aged 8), Child 4 (aged 3) and Child 5 (aged 1).

The family signed consent to Y4F support on 10/05/2021 and stopped receiving support on 19/12/2022. They were in the programme for 19 months. Unfortunately, several months into support their Link Worker became unwell and the family were held by another Link Worker with telephone support (due to no capacity in their area). The family were then assigned a new Link Worker at the start of January 2022 and we felt it only fair to extend the support offered.

## Referral and initial concerns

The family had a complex referral from a Health Visitor involving rent arrears and other debt – so support around budgeting, contacting housing support, SSDC (South Somerset District Council) and other agencies was needed as well as making sure she was receiving the right benefits. Another housing related issue Mum was facing was being overcrowded and having a disabled child needing adaptations. Mum was already on Homefinder and wanting to move from this house where a serious sexual assault and domestic abuse had occurred. Support was also needed for Mum's low mood and confidence, help with routines and securing a nursery placement for Child 4.

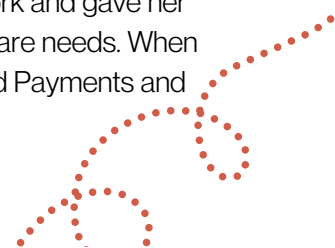
## Overview of support

Child 2 is 10 years old and has a number of health issues, disabilities and additional needs. Mum was struggling with breastfeeding and also the demands of the other children. During the time with the family Child 2 had frequent bouts of illness and hospital admissions. The Link Worker supported the family with acquiring an EHCP (Education, Health and Care Plan) as he needed to move to a school that could meet his needs. During this time the Link Worker referred to support services including Parent Carer Forum who support families who have children with additional needs. This was a complex process that took over 6 months and multiple meetings, using specialist agencies for advice and support.

Child 1 spent a lot of time doing duties that were classed as being a 'Young Carer' due to the demands of Child 2 and his younger siblings on Mum. This caring responsibility was also increased when Mum's physical health declined and she was admitted to hospital. However when the assessment period came Mum decided that he didn't do a caring role so the referral was closed. In the meantime, Child 1 had been referred and accepted for a Sports Mentor through SASP (Somerset Activity & Sports Partnership) that provided one to one time and encouraged joining local clubs in the community.

The Link Worker helped Mum address rent and Council Tax arrears. Mum claims her partner controlled the money, leaving behind huge debts when he left. The Link Worker made contact with SSDC and DWP and organised a visit. This visit was an opportunity to discuss what support from DWP could be offered, how the client could manage the Court Summons and what to do about the rent and Council Tax arrears. Mum was advised she was eligible for Disabled Band on Council Tax and was helped to apply for Discretionary Housing Payments for rent and Council Tax. Yeovil4Family were also able to support with Food Parcels and at Christmas applied to the Chard food bank for the Christmas Present donation.

Mum was on Maternity Leave from a job she had been in for many years. The company were being very restrictive, and their return-to-work demands were unhelpful, inflexible and putting huge pressure on Mum's mental health. The Link Worker helped Mum to look through their policies on returning to work and gave her the confidence to address this. In turn they managed hours suitable for her family and childcare needs. When Mum did return, they made mistakes with her wages which affected her Universal Credit and Payments and increased the strain of financial pressures yet again.



Mum was not required to work due to her caring responsibilities for her disabled son. However, in a huge turn around, mum decided to apply to study. The Link Worker was able to source a laptop and small desk to enable her to do this.

During the time of support, the Link Worker also:

- Supported nursery placements and school placements.
- Applied for grants for the family.
- Showed Mum how to apply for adaptations, report repairs and make contact with agencies.
- Helped the family establish boundaries and routines.
- Attended Y4F Intentional Peer Support groups with mum, including family activities, to help Mum get out into her local community and build relationships with other parents.

## Outcomes

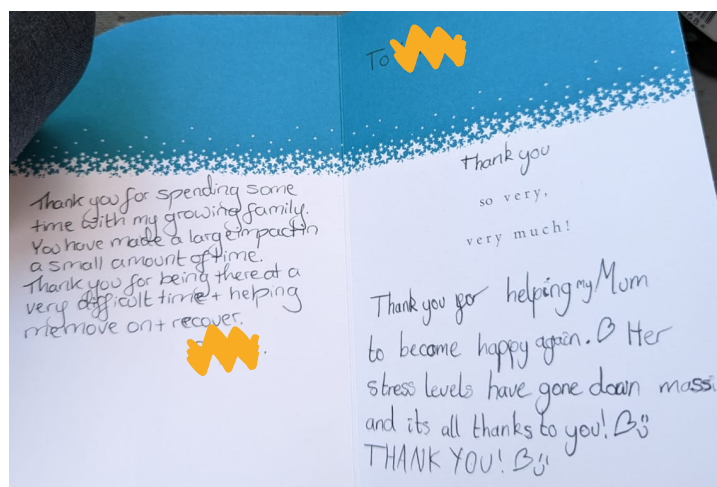
Child 2 has settled really well into his new school. This has relieved a lot of emotional pressure from Mum and Child 2 is so much happier. Child 1 is still enjoying being part of SASP and went ice-skating with them at Christmas.

Debts are being addressed and Mum hopes once she has managed her Rent Arrears she will be able to look for an exchange as 4/5 bed properties in her local area are unavailable to bid on.

Mum continues to be involved in Yeovil4Family Intentional Peer Support group activities and has also made some new friends. Her confidence in parenting and her abilities to set boundaries and routines grow every day.

Mum is doing her course and really enjoying it.

This was a longer extended piece of work but the journey the family went on when they received regular and stable support has been significant.



“

*I have learnt to be stronger and more resilient and have grown in confidence. \_\_ has helped pull me out of a post-natal hole. I'm so grateful for everything Y4F, especially \_\_ has done, she has been friggin amazing! - Mum*

# Our Team

Everything we do at Yeovil4Family is built on the foundations of strong, healthy relationships within our team. We work hard to create a positive, nurturing atmosphere where every one of our colleagues, whether a volunteer or paid staff member, is loved, respected and cared about. We value the diverse and unique range of abilities, skills and experiences that our colleagues bring to their different roles and draw on these to offer our clients the best possible experience. We also recognise that each person has their own needs and so we accommodate flexible working practices as much as possible, enabling our team to function in a happy and healthy way.



We believe the community of care we have established in our team should permeate all the relationships we have at Y4F. This includes the families and individuals we support, as well as the many different agencies we work with. We want to see every person we come into contact with be treated with kindness and respect so we can all flourish and grow together.

## Team Day

One of the ways we invest in our team is by holding team days twice a year. This gives us the opportunity to spend some extended time together and get to know each other outside the normal working environment. Team days are a way to build healthy relationships, understand each other's areas of expertise, while also having fun and relaxing together. This year we heard from colleagues about their work-related passions, found out more about each other's life experiences and enjoyed a hilarious game of human hungry hippos! The food, of course, is always a highlight too!

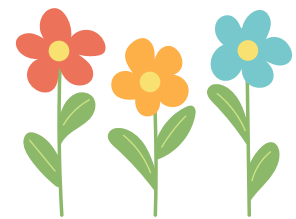


Human hungry hippos! Our team loves to laugh and have fun together.

### At a glance...

Our team is made up of:

- 13 Link Workers
- 34 Volunteer Mentors
- 1 Senior Resettlement Worker
- 1 Community Outreach Worker
- 1 IPS Groups Leader
- 2 Joint Operations Managers
- 2 Administrators
- 1 Mentor Administrator



## What people are saying about us...

*Thanks for everything! You have been wonderful. Of all the support services I use, you are, without doubt, the most effective and influential! By a mile! Thanks for all your work supporting us. I know the family really appreciate it. I am sure we will work together at some point in the future. - Headteacher*

*I have built a great friendship with my Link Worker, it has been an absolute delight how she has fitted in and aided this family perfectly. She has been my own fairy godmother. - Client*

*It's made me feel like I'm not a rubbish mum and that I'm not the only mum who goes through hard times. - Client*

*The group made me a very big impact cus [sic] I struggle to make friends to be open about things in my life or my family. Going to the group made me excited for going more and more. I really love it. Thank you all so much to my second little family. - Client*

## A growing and evolving team

This year has seen our team develop, change and grow. We've welcomed three new members to our team: 2 Link Workers and an Administrator. We've also said goodbye to some familiar faces, including our Community Strategic Lead and Y4F founder, Rachel Dyer. Without Rachel's wisdom and determination to see families flourish we quite simply wouldn't be here. So we'll let her tell you about her next adventure in her own words...

### Saying goodbye



*I cannot quite believe I am writing this, but having set up Yeovil4Family back in 2011, God is now calling me to pastures new.*

*I am taking on a new role as Head of Partnerships Development with Spurgeons Children's Charity. This will enable me to take what we have modelled at Y4F, into communities across England by building partnerships between churches and local authorities.*

*It has been an honour and a privilege to develop Y4F and see it flourish. I have learned so much, met some fantastic people, witnessed God's love move in and through people, and seen transformation and restoration in more lives than I can count. Thank you for being part of the adventure.*

*I want to say a huge thank you to you all. I have met some brave and courageous people who have trained as volunteers with Y4F. So many passionate, caring people. Keep on keeping on. You are making such a huge difference in people's lives. You are awesome!*

### A warm welcome

While we are sad to say goodbye to Rachel, she leaves behind a beautiful legacy and a strong team that is more than capable of carrying on the work she started with Yeovil4Family. To continue the fantastic work of Y4F, we're thrilled to welcome Sarah, Esther and Catherine to our team. Come and meet them!



**Catherine Bramley,  
Y4F Administrator**

*I've moved to Yeovil from Birmingham last year and have recently started working for Yeovil4Family. I love caring for and supporting others, so I was delighted to have the opportunity to join the Y4F team. It has been brilliant helping the team in their amazing work supporting our community.*



**Sarah Maunder  
Y4F Link Worker**

*I've been a Y4F mentor for a number of years and am now supporting families as a Link Worker. The Y4F team have been very welcoming, supportive and willing to share their knowledge.*



**Esther Dobbs  
Y4F Link Worker**

*I live in Yeovil with my husband and 2 children. I love working for Y4F, as it's a privilege to work alongside families who need some extra support to make their lives a bit easier and a bit happier.*

# Intentional Peer Support (IPS)

Intentional Peer Support (IPS) is a powerful framework for creating relationships where people can learn and grow together. It is a tool that is used across the world for community development with broad appeal to people from all walks of life. Yeovil4Family holds weekly IPS group meetings, each with a different focus, where Y4F clients can get together in a safe, non-judgemental space and find support from one another.



The first groups were run in collaboration with the Rangers from Yeovil Country Park and the work has developed from there. Our timetable is busy and growing; we now run groups in Chard and Wincanton as well as Yeovil. Groups happen during term time and we also offer extra holiday activities for the whole family.

## Term time groups

### Kingfisher Group

This is a group where people experiencing anxiety can access strategies and find support in a safe and supportive environment.

### Busy Fingers Creative Group

Many people find it easier to chat while they are busy doing something with their hands. Busy Fingers is a weekly crafting group where clients can make something they're proud of while making new friends at the same time.

### Springboard Exit Group

We have found that some of our clients need graduated support as their one-to-one work with their Link Worker comes to close. Springboard is a monthly group that helps clients make friends, develop their resilience and give and receive peer support.

### Coffee Mornings in Chard and Wincanton

These informal drop-ins give families an opportunity to meet with others and to give and receive support from peers.

### At a glance...

- We began using IPS groups as part of our provision in 2021.
- We have supported 50 families through our IPS groups and holiday sessions this year.
- We currently offer 6 different groups per week during term time that are tailored to the specific needs of our clients.



*I felt a bit odd being the only one who was in a happy place but it was nice to try and let people know to accept help so they can get through their problems. - A*



Kingfisher group going for a walk to help manage our anxieties.



Getting creative in the great outdoors.



# Cooking with Yeovil College

This year we have partnered with Yeovil College to start a family cooking project. Over a period of 6 weeks, Y4F families are invited to the college to prepare, cook and eat a meal together. Everything they need is provided, from recipes and utensils to food and moral support! It's a fantastic opportunity to meet so many of our clients' needs, including:

- Building confidence to prepare healthy food.
- Developing reading, maths and practical kitchen skills.
- Working as a team and building relationships.
- Modelling behaviour around family mealtimes.
- Support for families with fussy eaters.

So far we have run two cooking courses, reaching a total of 14 families, with the third course beginning in April.

## Holiday sessions

Depending on the time of year, we run indoor or outdoor sessions for the whole family. These have included continued work with Yeovil Country Park Rangers, exploring The Ark at Egwood and Carymoor Environmental Centre, family creative sessions and Woodland Wellbeing. We have also hired local swimming pools to create community swim sessions for our families, funded through Y4F and SASP which have been a great success.



Cooking our own dinner at Yeovil College



Joanne Triffitt, our IPS lead says:  
*When I reflect on these various groups I see that there are many activities here that I used to take for granted when I was a child growing up. However, at Y4F we are finding that the things we may consider 'basic' activities feel out of reach for the families whom we work with. That's why we want to offer our support to make these activities available and accessible.*



*I could never have managed to take the kids swimming on my own. Thank you so much. - M*



Roasting marshmallows in the woods.



*The calm environment and the support from staff made the day. Thank you - S*

*Dealing with M's tantrum was so much easier with support from other adults being around. - P*

*Can we do this again? - T*



Den building with mum.

# Case Study 4

The family consists of Mum, her husband and their teenage daughter. Mum's adult son also lives in the family home.

The family signed consent for Y4F support on 9/6/21 and support ended on 2/11/22.

## Referral and initial concerns

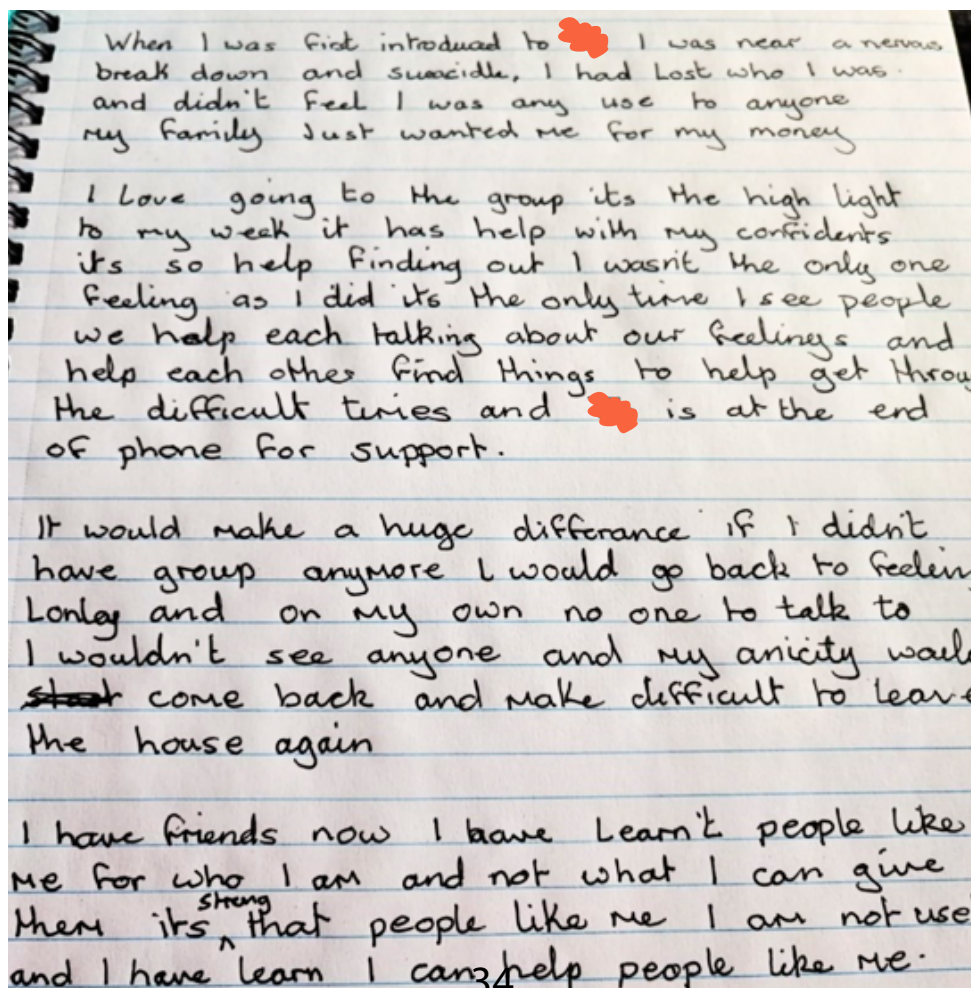
The family was referred to Y4F by their health centre. Mum was trying hard to balance all the family needs, as well as her own health. She felt her head was full of stuff she didn't understand and she lacked confidence. Her son was financially exploiting her and her daughter was getting into some unsafe situations. Her daughter's attendance was poor and there was police involvement due to a serious assault.

## Overview of support

The Link Worker spent time listening to Mum and building trust. This gave Mum an opportunity to reflect on her challenges and what her life looked like to her. With the support of her Link Worker and other professionals, Mum began to move forward and grow in confidence. She started to attend our first Intentional Support Group (IPS) for anxiety. At the group, Mum became more open and real about what she was dealing with and she built positive relationships with other group members. She began to pick people up on the way to the group and to meet up outside of the group.

## Outcomes

When the Link Worker first met Mum, set backs used to completely knock Mum down. Now she has dips and can pick herself back up because she understands her challenges and isn't as afraid of them as she used to be. Mum now volunteers with some IPS groups and is an integral part of the IPS journey.





“

*It was really good seeing L being independent and interacting with everyone and playing with the other children. He enjoyed holding the guinea pigs the most. It was so relaxed and laid back, right up my street and just what we needed. Thank you. - J*

# Case Study 5

The individual (Mum) has 3 children who live with their maternal grandmother under a Special Guardianship Order.

Mum signed consent for Y4F support on 6/9/22 and support is ongoing.

## Referral and initial concerns

Mum has had struggles, but is on a journey of recovery. During the time she was unwell, she had lost custody of her children. A Special Guardianship Order (SGO) was put in place for our client's children to reside with her mother (Nanny). Mum had also accumulated rent arrears due to the bedroom tax and the reduction in benefits now that the children were no longer living with her. Mum was referred to Y4F by Citizen's Advice for support around being more assertive, revoking the SGO and dealing with the rent arrears that were threatening her tenancy.

## Overview of support

When she met the Link Worker, Mum explained that the children stayed with her most of the time now but she needed help making this legal. The Link Worker supported mediation between Mum and Nanny resulting in the case being referred back to court (May 2023) with the aim of revoking the SGO and returning the children to Mum.

The Link Worker is continuing to support Mum with the goals Mum set when her support began. The Link Worker has also supported Mum to access many of our Intentional Peer Support (IPS) groups which Mum has immersed herself in. This has been a positive opportunity for Mum to make connections and learn new skills.

During the first 6 months, the Link Worker has supported Mum to:

- Complete a Kids Matter Course - learning new skills, parenting support, boundaries and making new relationships with peers
- Attend IPS holiday groups and peer groups including a visit to The Ark
- Connect with her local Wellbeing Centre
- Apply for a Passport to Leisure to be more active

## Outcomes

By walking alongside Mum, the Link Worker has introduced her to new opportunities and widened her community circle. Mum is always looking for ways to improve her and her children's lives by making the most of what is on offer. After engaging with Y4F support, Mum was keen to give back and she is now volunteering with The Ark and has also put her name down for the next round of Y4F mentor training. The Link Worker is continuing to support Mum and we can't wait to see the next 6 months in Mum's journey!



# The Roost

The Roost is a drop-in space for the homeless and vulnerably housed community of Yeovil. Our goal is that everyone who attends feels seen, known and loved. We support around 30 adults every week across two sessions. Homelessness is a problem that has been prevalent in Yeovil for a long time, but since COVID-19 and the cost-of-living crisis, we have seen numbers of people who are homeless and in need steadily increase, and we have adapted and expanded our provision accordingly, listening to the needs of the community.

The Roost is full of people from all sorts of backgrounds and life experiences. It is hosted by Y4F's Community Outreach Worker, Bridget Turner, and a fantastic team of volunteers, who diligently serve the community through hot drinks, food, games and conversations.

We are a place where anyone is safe and welcomed, regardless of their background or history. We don't ask difficult questions or have any expectations of the people we serve; we just want to see their lives transformed.

As well as offering a full programme of activities and volunteering opportunities, we also host a whole range of other local professionals who offer their expert support and advice to guests. This includes the Village Agents, Bournemouth Churches Housing Association (BCHA) outreach workers, and Nelson Trust support workers.

## What else do we offer?

- Breakfast and lunch.
- Access to shower and laundry facilities.
- Free haircuts every 6 weeks.
- Food parcel referrals.
- Games and activities, including pool table and sports.
- Art workshops through Yeovil Art Space.
- Musical instruments and space to practice.
- Volunteering opportunities for guests.
- Access to exclusive courses tailored to the homeless community.
- Trips and visits to places outside Yeovil, like bowling and tree planting.
- Expert housing and homeless advice from BCHA and SSDC.



Bridget Turner, Community Outreach Worker says:

*We want to empower some of the most downtrodden people in society. These people are facing so much injustice. The greatest of which is that they don't know how loved they are. The Roost aims to make people feel seen, known, and loved.*

### At a glance...

- Currently there are 122 users of the Roost and its services; we see about 30 guests at each drop-in session.
- About 60% of guests are homeless or rough sleeping, the remainder are vulnerably housed.
- There is a fairly even ratio of women to men.



Bowling trip for The Roost and residents of Pathway hostel.



Volunteering opportunities - conservation at Carrymoor

## The Clinics

Very often, people experiencing homelessness have complex health needs but face many barriers in accessing crucial healthcare. This is why we have developed a drop-in health clinic as part of the Roost. This method of delivering healthcare to the most vulnerable portion of society is a pioneering project which has gained national attention and was a runner up in the National Health Partnership Awards 2022. To date, the Roost can offer:

- A face-to-face GP consultation
- Treatment from the outreach nursing team
- Consultation with the dual diagnosis team (dealing with cases of comorbid addiction and mental health).
- A liver scan to check for cirrhosis or other conditions
- A consultation and testing with Somerset Drug and Alcohol Service (SDAS).
- A range of sexual health tests through Somerset Wide Integrated Sexual Health (SWISH) services.



Free haircuts at The Roost.



*The Roost is like a second family to us, everyone even the staff and volunteers. - J*

*The Roost is a lifeline to me, don't know what I'd do without it. - C*

*Since volunteering at the Roost I've felt like I have a purpose and a reason to live. - S*

*Great bunch of people, lovely company. - V*

*I don't feel judged here, I feel supported and safe. - K*



Helping to support the local environment.



Easter meal - food to share.



# Yeovil Welcome Hub

Since 2015 Yeovil4Family has been working with families who had come to the UK through traditional resettlement routes, such as UKRS (UK Resettlement Scheme) and ARAP (Afghan Relocations and Assistance Policy), funded by Somerset County Council. Senior Resettlement Worker, Sue Pocock, took responsibility for working with these families and soon realised the unique challenges they were facing.

When the Homes for Ukraine scheme began, as a result of the war, many more refugees came to Yeovil and South Somerset, and we quickly realised that a new model of help and support was needed. We were gifted a donation of £10,000 from an individual in Yeovil Community Church which enabled us to put some support in place. So we opened the doors, put the kettle on and asked people what they needed!

The heart behind the Welcome Hub has always been to base our practices around the needs of our guests. We want it to be a place of sanctuary and safety, where people navigating life in a new country can find help, acceptance, friendship and understanding. We are here to serve people of all nationalities. We also have worked hard to create family friendly spaces where children and young people can feel welcome too.

## At a glance...

- Currently there are 250 guests of the Welcome Hub and its services; we see about 30 guests at each twice-weekly drop-in session.
- At present we work with guests from 11 different nations: Afghanistan, Belarus, Brazil, Egypt, Iran, Iraq, Kuwait, Poland, Syria, Ukraine and Zimbabwe.
- We support both asylum seekers and refugees. in the Welcome Hub.

## How we help

We work in partnership with Charis, Somerset Council and other agencies, alongside volunteers from the community, to offer a range of information and advice on all aspects of resettlement in Britain. Guests can come twice a week and find help and support on the following issues. This list is not exhaustive, but representative of the needs we most often encounter.

- Applying for Universal Credit and other available grants.
- Training, including regular visits from Yeovil College.
- Finding employment, with support from Abri.
- Advice on housing, including moving on from a sponsor's home into more permanent accommodation.
- Support with filling in forms such as applications for driving licences and school places.
- Support with finding furniture, second hand clothing and other essentials.
- Referrals to the Lord's Larder food bank when needed.
- Providing fun and engaging activities for children during the school holidays.
- Working in partnership with The Roost to offer our guests access to medical clinics, such as GP appointments and the sexual health clinic.
- Offering free haircuts every 6 weeks.
- Access to Citizens Advice services.
- Specialist support from Somerset Council's resettlement team.
- ESOL classes.



Fun family activities happening at the Hub.

## Growing our services



This May, we will begin our sixth free, weekly ESOL class. We currently employ ESOL tutors to deliver four in-person classes and one online class a week, covering a range of needs from beginners to more advanced students. In May, we will be adding a conversation class to our repertoire, to meet the evolving needs of our learners.

Through Diversity Voices, we are also able to access a Ukrainian interpreter who attends our twice weekly drop-in sessions to support our Ukrainian guests.

## A holistic approach

All our guests have left their homes in traumatic circumstances and are trying to make a new life in a place very different to their home country. We recognise that they are often struggling with bereavement, grief, homesickness, loneliness and the impact of trauma on their mental health. Therefore we aim to work in a holistic manner, supporting guests' emotional and mental health as well as their physical needs. Our Welcome Hub has become a place where people can make friends and find hope and help with whatever they need. To support our guests we also offer:

- Giveaways of essential and non-essential items, such as good quality second hand clothing, school uniform and toiletries donated from our local Boots.
- Social events, such as picnics and trips to places in the local area, including Wells and Exeter.
- Facilitating guests to organise their own cultural evenings and events.
- Working with Yeovil Art Space to offer creative activities.
- Support from a Ukrainian-speaking counsellor whom we have employed this year.



Sue Pocock, our Welcome Hub lead, says: *It's a real privilege to stand with people in their brokenness and offer them friendship and hope. We want to make this a safe, welcoming place where people know they can come and find some support for whatever they need.*



Crafting lanterns with Yeovil Art Space.



A busy morning at the Welcome Hub.



Our social events are always very well-attended and we hold them outside of regular Hub hours so that people with jobs can still take part. In December, we hosted a Christmas party with over 100 people in attendance - there were lots of presents to wrap!

Last summer, we were also able to take a group of guests from the Welcome Hub on holiday to Lee Abbey in Devon. This helped them to enjoy some family time in a beautiful location, make some new memories and begin processing their trauma. This year, we are able to double the number of guests we can take, so we will be running two trips to Lee Abbey. These holidays have been made possible because of generous bursaries from Lee Abbey, Somerset Supports Ukraine, and a private benefactor from Yeovil Community Church.



All ready for the zip wire at Lee Abbey!



Enjoying the Devon sunshine.

## Developing the way forward

We have enjoyed working in positive and supportive relationships with both Somerset Council and their resettlement partner, Taunton-based refugees charity, CHARIS. As we have developed our community-led model of care for refugees and asylum seekers, CHARIS have been able to roll it out to five other regions in the county, meaning we are now one of six resettlement hubs offering support in Somerset. It's been exciting to be the first Welcome Hub in the region and pioneer a new way of supporting people through the resettlement process. We've also been a resource for other Hubs, supporting them as they have set up around the county.



*Everyone cares about us here - the whole team works to help us. - N*

*I love that they see the whole person, not just the problem they've come with. - I*

*They care about the big things and the small things, and sometimes the small things are the most important ones. - S*

### The Yeovil Welcome Hub Team

- 5 Y4F team members.
- 2 ESOL tutors.
- 1 counsellor
- 7 regular volunteers
- 1 translator
- Working in partnership with:
  - CHARIS refugees
  - SSDC/SC
  - CCS
  - Abri
  - Diversity Voices

# Yeovil4Family

## The story so far...

**2022**

The Yeovil Welcome Hub began to support refugees in the area.

**2021**

The Roost drop-in began.

**2021**

Y4F Intentional Peer Support groups began.

**2019**

Our outreach work progressed and we employed a community field worker to support people who are vulnerably housed.

**2018**

We began to support people experiencing homelessness through volunteers.

**2015**

We began working with Public Health to support Syrian refugees.

**2013-14**

We were approached by SSDC to extend programme to cover South Somerset. We also began working with single people in addition to families.

**2012**

We began working together with South Somerset District Council (SSDC) to formalise our support for families and employ more Link Workers so we could support more families.

**2011**

Yeovil Community Church was already supporting families and started to develop a family support programme that could be rolled out to use in the local area. The programme initially started with one voluntary Link Worker.



# Moving forward...

## A deeply rooted network of support

Having grown and adapted to meet some of the identified needs in our community, we want to put down deep roots and establish our support systems in each area.



Each of our Link Workers brings to the team skills and experiences in different fields, for example, mental health, housing, education, parenting, homelessness, resettlement, etc. Therefore we will continue to provide opportunities for professional dialogue between colleagues so we can utilise each person's knowledge of best practice and create a strong network of expertise across our team.

We will continue developing a robust team of well-trained volunteers who know how to help families and individuals, and can work alongside Link Workers to help the client put into practice the life-skills they have learned, thereby effecting long-term change.

We already enjoy constructive relationships with many agencies across South Somerset and look forward to strengthening and developing this network further so that, together in partnership, we can provide co-operative, cohesive and integrated support services for our clients.

## Long-term change is possible

At Yeovil4Family, we believe that a strong, established network of support, rooted in kindness and care, together with sustained engagement with our clients, is how we can make long-term change into an achievable life goal. This approach is built around our foundational values of **community, equality, inclusivity, hope** and **transformation**.

We continue to be deeply grateful to our funding partners, staff team, volunteers and outside agencies who make it possible for us to support the vulnerable and often overlooked people in our communities. It is our privilege to walk alongside our families and individuals, offering support and encouragement, and helping them develop the resilience they need for the journey.

We are encouraged by the positive changes we have already seen in our clients and remain profoundly committed to our vision of helping families and individuals to help themselves.

Vicki Pritchard and Joella Summers  
Joint Operations Managers  
April 2023



# A few words from our clients



Thank you so much for the support that has been provided. It has been life changing.

We are really thankful and appreciate all the help we have received. \_\_\_ has been invaluable! We have been consistently supported in many aspects and so many areas of our life have improved since Y4F started helping us. Thank you!

I think the help given by Y4F is absolutely brilliant. This last year has been a roller coaster and without \_\_\_ help I wouldn't be where I am today, so thank you.

\_\_\_ has reinstalled our faith in professionals and built trust again.

You were amazing and have helped me so much.

I just want to say thank you because this time and support I've received had made me more able, confident etc in coping and knowing that there is help out there if my life gets hectic and I'm not alone.

\_\_\_ is absolutely amazing, very loving and caring, understanding and helpful with understanding me and helping me to become the person I see in myself.

No words can describe my gratitude.



We can't thank you enough for every bit of support you have given us.  
You are amazing & we are so lucky you were chosen to work with us.  
Thank you so much!

Dear \_\_\_\_\_  
I just wanted to say. Thank you so so much for joining me on my journey, for the support, for grounding me, if I liked it or not. miss you already.  
Lots of love hugs  
Love \_\_\_\_\_  
xxxxxx

I don't feel there is a card good enough to explain how grateful we are for your help over the past year. I personally feel like I have had another friend, someone to talk to about all my troubles and worries.  
"THANK YOU"  
You have helped probably more than you'll ever know, emotionally and financially (with advising on different grants I can apply for).  
...ants a year.





### Our grateful thanks to:





**Yeovil4Family - The Gateway - Addlewell Lane - Yeovil - BA20 1QN**  
info@yeovil4family.org.uk    01935 530050    www.yeovil4family.org.uk

Registered Charity No 1170106

# Safeguarding Children Policy

Issue 1.5: June 2023

## Purpose

The aim of this policy is to set out the framework of Yeovil Community Church's (YCC) responsibilities to protect children and young people we come in contact with from abuse. Further information is available in the Safeguarding Children Procedures, Basic Awareness Children and Young People Safeguarding Information Pack and Safeguarding Children Induction Pack.

## Scope

This policy applies to all Leaders, Trustees, employees, volunteers, and visitors.

## Authority

This policy is formulated, issued and managed by the Safeguarding Team, who are responsible for its interpretation and enforcement, and who may also delegate such authority to other people.

## Introduction

Safeguarding and promoting the welfare of children is taken seriously by Yeovil Community Church (YCC). We acknowledge that children have a right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. As a church we follow Government legislation, statutory guidance and recognised good practice in order to protect vulnerable people in the church and those we come into contact with. YCC provides a caring and safe environment for children and is supported by vigilant staff who have been trained in the dangers of abuse. We implement, maintain and regularly review the procedures outlined in this policy, which are designed to identify concerns early, provide help for children and ensure staff are correctly trained.

## Duty of care and confidentiality

**All employees and volunteers** have a duty of care to all whom they are in contact with, whether adults or children. Confidentiality is maintained at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

## Preventing abuse

- The appointed Safeguarding Lead and Deputy Safeguarding Leads have specific responsibilities for safeguarding (see job description in **Appendix 1**). However, we recognise that safeguarding is a whole church responsibility.
- The Safeguarding Lead or Deputy is the person to whom concerns or allegations should be addressed. Their contact details can be found on the Safeguarding Poster displayed in the entrance of The GateWay (building where Yeovil Community Church meets).
- Activities are organised in such a way as to promote a safe environment and minimise the risk of harm to children and adults. For each event, risk assessments are carried out, appropriate consent forms are used for children's activities, appropriate records are kept and adequate insurances are in place.

- Procedures to safely select and recruit all employees and volunteers are in place and followed. These include providing application forms, role descriptions, interviewing candidates, seeking references, obtaining a DBS wherever legally required to, use of black lanyards to indicate the employee / volunteer has a suitable DBS, and providing a **Working with Children & Young People Pack** and **Code of Conduct**.
- Full and appropriate safeguarding and child protection training is provided to all staff and volunteers at induction. This includes recognising possible signs and symptoms of abuse. Volunteers and employees are given regular updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. They are given support, and are supervised in their role by their line manager.
- All trustees, leaders, employees and volunteers work within a Code of Conduct and understand that action will be taken if this code is not adhered to. This could involve suspension or the termination of an employee's contract.
- If staff become aware of anyone within the church or organisation known to have harmed children or adults in the past, or has been assessed as posing a risk, they are to notify the Safeguarding Lead (or deputy) immediately.

An assessment of the risk will take place and a plan created to minimise the risk of harm to children and adults. This may include contacting and cooperating with statutory authorities.

## Responding to Concerns or Disclosures

Clear procedures are in place on how to respond and report concerns or disclosures. These are included in training sessions and Safeguarding Packs. See also Safeguarding Children Disclosure Procedure and flowchart. There are also procedures in place where an allegation concerns an employee or volunteer.

## Whistle Blowing

All employees and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the Church's Safeguarding Policy and procedures, and know such concerns will be taken seriously by Trustees. Whistleblowers who make an allegation in good faith in the public interest, are protected by law, and no action, harassment or victimisation will result. Please see Whistle Blowing Policy for further information.

## Historical allegations

Allegations of child abuse are sometimes made by adults and children many years after the abuse has occurred. Such cases should be responded to in the same way as any other concerns and the referral procedure should be followed. It is important to ascertain as a matter of urgency if the alleged perpetrator is still working with, or caring for, children.

## Complaints

If an employee, volunteer or member of the public is unhappy with the church's decision about the safeguarding concern, they are to be referred to the Complaints Policy.

## Review

The Safeguarding Team will review this policy annually, amending and updating it as required, and informing the Trustees that this has been done.



# The Role of a Church Safeguarding Lead

(Appendix 1)

## Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

## Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To be one of the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

## Responsibilities

- To coordinate safeguarding policy and procedure in the church.
- To provide or seek support and advice for the Designated Safeguarding Deputies where appropriate.
- To familiarise themselves with church policies and procedures and good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church safeguarding policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures, and ensure they are adhered to.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS).
- To be one of the first point of contact for safeguarding issues.
- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of how and when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church, in a timely manner, including responding to those who have raised concerns.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church, or whom we have contact with.
- To inform the Chair of Trustees if there is a serious safeguarding incident which will involve police intervention and/or involves an employee or volunteer. The insurance company or Charity Commission may also need to be informed. The Disclosure & Barring Service will need to be informed if YCC withdraws permission for an individual to work with children or adults at risk.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To undertake annual reviews of open safeguarding cases, reviewing files with appropriate staff members.
- To undertake more regular in-depth case reviews of complex cases with appropriate employees, volunteers and other agencies.

- To be an advocate for good safeguarding practice in the church.
- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the Trustees, leadership team, paid staff and volunteers.
- To update their own safeguarding training every two years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.
- To attend an annual appraisal with the Safeguarding Trustee to ensure they can continue to fulfil the Job Description for another year. This is independent of the main staff appraisal.

## The Role of a Church Designated Safeguarding Deputy

- To support the Designated Safeguarding Lead in their role and responsibilities.
- To be the first point of contact for safeguarding issues for allocated teams.
- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of how and when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church, in a timely manner, including responding to those who have raised concerns.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church, or whom we have contact with.
- To provide cover when the Safeguarding Lead or other Deputies are on leave / off sick.
- To familiarise themselves with church policies and procedures and good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To keep appropriate records and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To be an advocate for good safeguarding practice in the church.
- To update their own safeguarding training every two years.
- To seek appropriate support and advice in carrying out this role.
- To arrange holiday cover with the DSL and other Safeguarding Deputies.

## Revision History

Issue	Comments	Date
1.3	Approved by Safeguarding Team & Trustees – amendments to procedures	8.12.21 / 17.1.22
1.4	Approved by Safeguarding Team & Trustees – amendments to procedures	January 2023
1.5	Approved by Safeguarding Team & Trustees	June 2023

# Safeguarding Adult's Policy

Issue 1: July 2022

## Purpose

The aim of this policy is to set out the framework of Yeovil Community Church's (YCC) responsibilities to protect children and young people we come in contact with from abuse. Further information is available in Safeguarding Adult Procedures and information packs.

## Scope

This policy applies to all Leaders, Trustees, employees, volunteers, and visitors.

## Authority

This policy is formulated, issued and managed by the Safeguarding Team, who are responsible for its interpretation and enforcement, and who may also delegate such authority to others.

## Policy

Yeovil Community Church undertakes activities which involve adults with care and support needs, for example volunteering in the Coffee Shop, involvement with Yeovil4Family and mental health support groups.

Yeovil Community Church will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps Yeovil Community Church will make to safeguard an adult with care and support needs if they are deemed to be at risk. This policy sets out the roles and responsibilities of Yeovil Community Church in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

Yeovil Community Church will ensure that decisions made will allow adults to make their own choices and include them in any decision making, in accordance with the principles of the Care Act 2014. We will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within Yeovil Community Church to understand their role and responsibilities in safeguarding adults.

This policy is based on:

- The Care Act 2014 and the Care and Support statutory guidance
- Somerset Safeguarding Adults Board guidance

## Duty of care and confidentiality

**All employees and volunteers** have a duty of care to all whom they are in contact with. Adults have a general right to independence, choice and self-determination including control over information about themselves. Therefore consent is required to share information. Information should not be shared without the adult's explicit consent, except in circumstances where to not do so would place the individual at risk of immediate harm.

## Preventing abuse

- The appointed Safeguarding Lead and Deputy Safeguarding Leads have specific responsibilities for safeguarding (see job description in **Appendix 1**). However, we recognise that safeguarding is a whole church responsibility.
- The Safeguarding Lead is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Lead, a Deputy Safeguarding Lead should be contacted. Their contact details can be found on the Safeguarding Poster displayed in the entrance of The GateWay (building where Yeovil Community Church meets).
- Activities are organised in such a way as to promote a safe environment and minimise the risk of harm to adults. For each event, risk assessments are carried out, appropriate records are kept and adequate insurances are in place.
- Procedures to safely select and recruit all employees and volunteers are in place and followed. These include providing application forms, role descriptions, interviewing candidates, seeking references, obtaining a DBS wherever legally required to, use of black lanyards to indicate the employee / volunteer has a suitable DBS, and providing a **Working with Vulnerable Adults Pack**.
- Full and appropriate safeguarding training to be provided to all staff and volunteers. They are given support and supervision in their role.
- All employees and volunteers work within a Code of Conduct and understand that action will be taken if this code is not adhered to.
- If staff become aware of anyone within the church or organisation known to have harmed children or adults in the past, or has been assessed as posing a risk, they are to notify the Safeguarding Lead (or deputy) immediately.

An assessment of the risk will take place and a plan created to minimise the risk of harm to children and adults. This may include contacting and cooperating with statutory authorities.

## Responding to Concerns or Disclosures

Clear procedures are in place on how to respond and report concerns or disclosures. These are included in training sessions, and Safeguarding Packs and Disclosure Procedures. There are also procedures in place where an allegation concerns an employee or volunteer.

## Whistle Blowing

All employees and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the Church's Safeguarding Policy and procedures, and know such concerns will be taken seriously by Trustees. Allegations made in good faith in the public interest, are protected by law, and no action, harassment or victimisation will result. Please see Whistle Blowing Policy.

## Historical allegations

Allegations of child abuse are sometimes made by adults and children many years after the abuse has occurred. Such cases should be responded to in the same way as any other concerns and the referral procedure should be followed.

## Complaints

If an employee, volunteer or member of the public is unhappy with the church's decision about the safeguarding concern, they are to be referred to the Complaints Policy.

## Review

The Safeguarding Team will review this policy annually, amending and updating it as required, and informing the Trustees that this has been done.

# The Role of a Church Safeguarding Lead

(Appendix 1)

## Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

## Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

## Responsibilities

- To coordinate safeguarding policy and procedure in the church.
- To familiarise themselves with church policies and procedures and good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures, and ensure they are adhered to.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS).
- To be the first point of contact for safeguarding issues.
- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
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- To take appropriate action in relation to any safeguarding concerns which arise within the church, in a timely manner, including responding to those who have raised concerns.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church, or whom we have contact with.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To undertake annual reviews of open safeguarding cases, reviewing files with appropriate staff members.
- To undertake more regular in-depth case reviews of complex cases with appropriate employees, volunteers and other agencies.
- To be an advocate for good safeguarding practice in the church.
- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the Trustees, leadership team, paid staff and volunteers.
- To update their own safeguarding training every two years.
- To seek appropriate support and advice in carrying out this role.

- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.
- To attend an annual appraisal with the Safeguarding Trustee to ensure they can continue to fulfil the Job Description for another year. This is independent of the main staff appraisal.



## Revision History

Issue	Comments	Date
1.2	procedures now in separate document	21.11.21
	Approved	17.1.22
	Role of Safeguarding Lead – minor updates	1.7.22

Charity registration number: 1170106

# Yeovil Community Church

Annual Report and Financial Statements  
for the Year Ended 31 December 2022

## Yeovil Community Church

### Contents (continued)

Reference and Administrative Details	1
Trustees' Report	2 to 7
Independent Auditors' Report	8 to 10
Statement of Financial Activities	11
Balance Sheet	12
Cash Flow Statement	13
Notes to the Financial Statements	14 to 29

# Yeovil Community Church

## Reference and Administrative Details

<b>Chairman</b>	R D Brazier
<b>Trustees</b>	K G Foy S J Roughsedge R Hoyles K Hibbert M J M Nichols S J P Collins A Smith L N Karamura, resigned 19 June 2022 H Day, appointed 17 October 2022 V Bastable, appointed 17 October 2022
<b>Senior Management Team</b>	J Pocock J Hardy A Dyer R Dyer L Collins
<b>Charity Registration Number</b>	1170106
<b>Principal Office</b>	The GateWay Addlewell Lane Yeovil Somerset BA20 1QN
<b>Independent Examiner</b>	Milsted Langdon LLP Motivo House Alvington Yeovil Somerset BA20 2FG
<b>Bankers</b>	National Westminster Bank Plc 2 Hendford Yeovil Somerset BA20 1TN

# Yeovil Community Church

## Trustees' Report

The trustees present the annual report together with the financial statements and auditors' report of the charity for the year ended 31 December 2022.

### **Structure, governance and management**

Yeovil Community Church was registered as a charitable incorporated organisation and is governed by its document dated 10 November 2016. The registered company number is CE008148. It is also a registered charity with the registered charity number of 1170106.

Yeovil Community Church Trust (charity number 1039903) has been removed from the Charity register. This was confirmed by the Charity Commission on 30 March 2023.

Reference and administrative details including the principal office address and details of trustees who served the charity during the period and up to the date of signing are shown on page 1 of the financial statements.

Trustees are appointed in accordance with the Governing document. Formal trustee training is provided on an ad hoc basis as required. All strategic decisions are taken by the trustees in partnership with the 'Strategic Team' which includes staff members, but day-to-day operating decisions relating to 'The GateWay' building and the coffee shop are delegated to staff.

The personnel committee proposes all staff salaries to the full Trustee board for approval. Where applicable, staff salaries are compared to industry average, but this is not always possible due to the role. All staff are considered equally and without prejudice or bias. Any Trustee with a conflict of interest will be excluded for these decisions.

The Trustees continue to review the major risks to which the charity is exposed, covering all identified, relevant areas including financial risk and risks associated with personnel. Risks have been identified, assessed and safeguards have been put in place to eliminate or mitigate such risks as far as is reasonably possible.

# **Yeovil Community Church**

## **Trustees' Report (continued)**

### **Objectives and activities**

The main charitable objects of the CIO are:

- To advance the Christian religion and in particular to support the work of Yeovil Community Church ('the Church') in its various facets both in and around the area of Yeovil, Somerset and such other areas as may be deemed appropriate from time to time including overseas.
- To advance the Christian religion in any part of the world.
- To advance religious education in accordance with the doctrines and principles of the Christian faith both to adults and children irrespective of race, sex, creed or colour.
- To apply the income of the Charity in maintaining the up-keep and repair of the fabric of any buildings utilised by or in conjunction with Yeovil Community Church and the maintenance of the services in any such building or buildings.
- Charitable purposes for the general benefit of the inhabitants for the town of Yeovil, Somerset or for such other areas in which Yeovil Community Church may work from time to time as the Trustees may think fit.

The Church is a body of Christian believers that have been active in Yeovil since 1907. For many years the main focus of the Church's activity was centred on Preston Chapel, and the group operated with charitable status through that building's trust deed under the Places of Worship Act.

With a growth in numbers, this building became inadequate, and the body of believers worshipped in a local school hall, although the chapel building remained in use for various church and community activities, as well as serving as the Church's administrative centre. It became evident that the continued growth in numbers would require a significantly larger permanent building, and in 1994 the Church began fundraising with a view to acquiring such a building for use by the Church and local community. In 1999 a property was acquired, and work started on a complete refurbishment of this building. This work was completed in early 2001 and 'The GateWay' building was officially opened on 3 March 2001.

The objects of the Charity are now implemented in a range of activities. These include;

- Sunday morning services – services are run weekly throughout the year to encourage worship, prayer and teaching. This includes the provision of online streaming to reach a wider audience and to ensure the services are accessible to everyone.
- Coffee shop – our coffee shop is open to the general public during the week. It provides a range of hot food, cold food, drinks and cakes available to be purchased.
- Youth Groups and Children's work – provision of mentoring, youth groups, children's teaching material and community connection has been provided throughout the year.
- Create – every year, volunteers form a Create team who provide worship material, youth and children's work, mentoring and media material among other things. This team participates actively in the Church community as well as in the general community.
- Yeovil 4 Family (Y4F) – this part of our organization has expanded rapidly and now forms a large part of the Charity. It runs programmes to offer support for families both locally and nationally. We believe this is fundamentally important for local and national community.

# Yeovil Community Church

## Trustees' Report (continued)

When planning the activities for the period, the Trustees have considered the Charity Commission's general guidance on public benefit and, in particular, the specific guidance for charities for the advancement of religion. The Trustees believe the activities set out above and further described below under 'achievements and performance' clearly demonstrate the charity's commitment to providing an identifiable public benefit and that access to this benefit is not restricted in any way.

The Charity heavily relies on the contribution of volunteers. The Trustees would like to say a massive thank you to all the volunteers who contribute to the Charity activities. Whilst it has not been measured in hours, the work that is carried out by the volunteers from the Sunday morning production team to those helping with reception, and those who offer to bring an elderly member to our services, is priceless. We cannot thank you enough.

The Charity continues to make gifts to individuals and organisations both in the UK and overseas in line with its objects. Gifts are made on an ad hoc basis, according to need, subject to the availability of funds, and after careful consideration by the Trustees in committee.

### **Achievements and performance**

The Charity has continued to focus on work in pursuance of its charitable objectives. These are;

- Becoming a community where Jesus is wholeheartedly worshipped, deeply experienced and clearly known;
- Praying and creating space for renewal in ourselves and our communities;
- Seeing the tide of relational breakdown turned wherever we serve;
- Resourcing the wider church to bring about Kingdom Transformation
- Living generously, challenging the cultures and systems that create injustice, and actively loving those affected.

The Charity achieved the following during the financial year;

- We continued to support the ongoing covid vaccination booster programme in early 2022 and the winter flu/covid vaccination programme.
- We developed our building to enable a permanent footprint for the Lords Larder and more office space for our Create team.
- We increased our provision for Roost to two sessions a week.
- We re-integrated Poppins back into the building for three sessions a week seeing numerical growth beyond pre-pandemic levels.
- We had seven interns in the Create team from September 2022 covering children's work, youth work, AV and worship.
- We have seen growth in our Afghan Refugee Support programme.
- We have established the Welcome Hub, the first one to be established and open in Somerset. Over 70 Ukrainian families and host combinations are being regularly interacted with.
- Y4F continued to flourish with 321 families supported in 2022 including 549 adults and 676 children.
- We continued to provide online services as well as face to face. The online content is being watched regularly on a weekly basis and we feel that our accessibility has increased with this new provision.

Fundraising events are held on an ad-hoc basis. During our Sunday morning services, we do encourage financial giving in the form of our offering. Some of these offerings have specific purposes and this is openly communicated during the service.

# Yeovil Community Church

## Trustees' Report (continued)

### **Public benefit**

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

### **Financial review**

The principal funding of the charity is through government grants.

Total income amounts to £1,077,050 (2021: £1,107,900) as disclosed further in notes 2-6. Total expenditure amounts to £1,100,964 (2021: £904,061) as disclosed further in notes 7-12.

Cash at bank and in hand at the year-end was £466,689 (2021: £511,791).

The total amount of funds held is £1,442,006. Of these funds, £480,688 (2021: £502,728) are restricted and £961,318 (2021: £963,192) are unrestricted. Of these unrestricted funds, £891,250 (2021: £842,564) are designated. These designated funds represent the net book value of the freehold property.

### **Policy on reserves**

A reserves policy has been established and approved by the Trustees to develop the cash and reserves to cover three months of liabilities.

We are aware that our free reserves are in deficit at the end of the year ended 31 December 2022. We have money set aside in a contingency reserve that allows us to continue with our operations with the safe knowledge that we can operate for a further three months without further funding. In addition to this, we are committed to reviewing our income and expenditure relating to our free reserves and will endeavour to recover the deficit. We will make any decisions required to ensure that the charity is safely and responsibly acting in relation to its operations. Free reserves are in deficit by £16,325 (2021: Surplus of £40,809) at 31 December 2022.

### **Plans for future periods**

#### ***Aims and key objectives for future periods***

We continue to be involved in conversations with regards to a collaborative plan to develop more community space, facilitate greater connection and wellbeing within the community and develop our work amongst the Homeless community. We also continue to look at the potential development of the building among other options that may be presented to us.

Y4F plays a pivotal role in our engagement with families in the community. We believe Y4F is a fundamental part of our strategic plan moving forward and we continue to support this work.

### **Financial instruments**

#### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including liquidity risk, reputational risk and incoming resources. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.



## **Yeovil Community Church**

### **Trustees' Report (continued)**

#### ***Incoming resources***

The Trustees recognise that some of our projects, particularly Y4F, are heavily reliant on funding from external organisations. There is a risk that the funding ceases and the projects can no longer continue or that the funding requirements are not met in terms of timing. To mitigate this risk, we have ensured that all contracts are legally binding and signed by the appropriate people. We are also reviewing our reserves policy as detailed above.

#### ***Reputational risk***

A significant amount of our income is reliant on members of the public willingly giving their money. If we suffer a reputational issue, our funding is likely to be impacted. To mitigate this risk, we continually review our procedures for safeguarding and other high risk areas. We ensure our staff and volunteers have DBS clearance, where required, and are appropriately trained for their role.

#### ***Liquidity risk***

There is a risk that not enough money is being received to cover the expenditure or that the timing of the incoming funds is too late for the expenditure. For 2022, the finance team and staff completed a budget to outline all expected income and all anticipated expenditure. We intentionally removed any income that was not guaranteed or highly anticipated and included all expenditure that was needed and wanted for additional projects. All appropriate staff agreed on their proposed budget and any further expenditure had to be agreed by the finance committee or full Trustee board dependent on the amount.

# Yeovil Community Church

## Trustees' Report (continued)

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 27 October 2023 and signed on its behalf by:

.....  
R D Brazier  
Chairman

.....  
S J P Collins  
Trustee

## Yeovil Community Church

### Independent Auditor's Report to the Trustees of Yeovil Community Church

#### Opinion

We have audited the financial statements of Yeovil Community Church (the 'charity') for the year ended 31 December 2022, which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the original financial statements were authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **Yeovil Community Church**

### **Independent Auditor's Report to the Trustees of Yeovil Community Church (continued)**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Charities (Accounts and Report) Regulations 2008 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 7), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

#### **Auditor Responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- obtained an understanding of the nature of the industry and sector, including the legal and regulatory framework that the charity operates in and how the charity is complying with the legal and regulatory framework;

## Yeovil Community Church

### Independent Auditor's Report to the Trustees of Yeovil Community Church (continued)

- inquired of management, and those charged with governance, about their own identification and assessment of the risks or irregularities, including known and actual, suspected or alleged instances of fraud;
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud.

However, it is the primary responsibility of management, with the oversight of those charged with governance, to ensure that the entity's operations are conducted in accordance with the provisions of laws and regulations and for the prevention and detection of fraud.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### Use of our report

This report is made solely to the charity trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to trustees in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

.....  
Milsted Langdon LLP, Statutory Auditor  
Motivo House  
Alvington  
Yeovil  
Somerset  
BA20 2FG

31 October 2023

Milsted Langdon LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

## Yeovil Community Church

### Statement of Financial Activities for the Year Ended 31 December 2022

	Note	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	250,179	15,042	265,221	251,884
Charitable activities	3	425,516	372,459	797,975	829,125
Other trading activities	4	5,006	5,770	10,776	-
Investment income	5	411	-	411	20
Government grants	6	2,667	-	2,667	26,871
Total income		<u>683,779</u>	<u>393,271</u>	<u>1,077,050</u>	<u>1,107,900</u>
<b>Expenditure on:</b>					
Raising funds	7	(5,782)	(6,312)	(12,094)	-
Charitable activities	8	(679,728)	(409,142)	(1,088,870)	(904,061)
Total expenditure		<u>(685,510)</u>	<u>(415,454)</u>	<u>(1,100,964)</u>	<u>(904,061)</u>
Net (expenditure)/income		(1,731)	(22,183)	(23,914)	203,839
Transfers between funds		<u>(143)</u>	<u>143</u>	-	-
Net movement in funds		(1,874)	(22,040)	(23,914)	203,839
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>963,192</u>	<u>502,728</u>	<u>1,465,920</u>	<u>1,262,081</u>
Total funds carried forward	20	<u><u>961,318</u></u>	<u><u>480,688</u></u>	<u><u>1,442,006</u></u>	<u><u>1,465,920</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2021 is shown in note 20.

The notes on pages 14 to 29 form an integral part of these financial statements.

**Yeovil Community Church**  
**(Registration number: 1170106)**  
**Balance Sheet as at 31 December 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	13	977,643	929,069
<b>Current assets</b>			
Stocks	14	500	500
Debtors	15	68,475	80,995
Cash at bank and in hand	16	466,689	511,791
		<u>535,664</u>	<u>593,286</u>
<b>Creditors: Amounts falling due within one year</b>	17	<u>(71,301)</u>	<u>(56,435)</u>
<b>Net current assets</b>		<u>464,363</u>	<u>536,851</u>
<b>Net assets</b>		<u>1,442,006</u>	<u>1,465,920</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds	20	480,688	502,728
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>961,318</u>	<u>963,192</u>
<b>Total funds</b>	20	<u>1,442,006</u>	<u>1,465,920</u>

The financial statements on pages 11 to 29 were approved by the trustees, and authorised for issue on 27 October 2023 and signed on their behalf by:

.....  
R D Brazier  
Chairman

.....  
S J P Collins  
Trustee

## Yeovil Community Church

### Cash Flow Statement for the Year Ended 31 December 2022

	Note	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash (expenditure)/income		<u>(23,914)</u>	<u>203,839</u>
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation	7	44,127	42,197
Investment income	5	(411)	(20)
Profit/(loss) on disposal of tangible fixed assets		<u>6,191</u>	<u>-</u>
		<u>49,907</u>	<u>42,177</u>
		25,993	246,016
<b>Working capital adjustments</b>			
Increase in stocks	14	-	(250)
Decrease/(increase) in debtors	15	12,520	(57,227)
Increase in creditors	17	<u>14,866</u>	<u>31,497</u>
Net cash flows from operating activities		<u>53,379</u>	<u>220,036</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	411	20
Purchase of tangible fixed assets	13	(99,145)	(53,119)
Sale of tangible fixed assets		<u>253</u>	<u>-</u>
Net cash flows from investing activities		<u>(98,481)</u>	<u>(53,099)</u>
Net (decrease)/increase in cash and cash equivalents		(45,102)	166,937
Cash and cash equivalents at 1 January		<u>511,791</u>	<u>344,854</u>
Cash and cash equivalents at 31 December		<u><u>466,689</u></u>	<u><u>511,791</u></u>

All of the cash flows are derived from continuing operations during the above two periods.



# Yeovil Community Church

## Notes to the Financial Statements for the Year Ended 31 December 2022

### 1 Accounting policies

#### **Statement of compliance**

The financial statements have been prepared in accordance with the second edition of the Charities Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### **Basis of preparation**

Yeovil Community Church meets the definition of a public benefit entity under FRS 102. The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### **Judgements and key sources of uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### ***Donations and legacies***

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

#### ***Gifts in kind***

Gifts in kind are included in the accounts at the market value i.e the amount the charity would have paid at the date they were gifted.

#### ***Investment income***

Investment income includes bank interest and is included when receivable.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

All resources expended are inclusive of irrecoverable VAT.

#### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees meetings and reimbursed expenses.

#### **Government grants**

Government grant income is recognised on a receivable basis. Where a restriction is placed on the use of the grant, the amount of the grant is included in restricted funds. Grants that are receivable as compensation for expenses or losses already incurred or for purposes of giving immediate financial support to entity with no future related costs are recognised in income in the period in which it became receivable.

#### **Irrecoverable VAT**

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### Tangible fixed assets

Fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Freehold Land and Buildings	over 50 years, land nil
Equipment, Kitchen equipment and Machinery	25% reducing balance and over 3 years
Motor vehicles	over 4 years

#### Stock

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### **Trade creditors**

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight-line basis over the period of the lease.

#### **Pensions and other post retirement obligations**

The company operates a defined contribution pension scheme for certain employees. The assets of the scheme are held separately from those of the company in an independently administered fund. Pension costs are charged to the Statement of Financial Activities as incurred, and represent contributions payable by the company.

#### **Financial instruments**

##### ***Recognition and measurement***

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows;

Financial assets - trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost. Prepayments are not financial instruments.

Cash at bank - is classified as a basic financial instrument and is measured at face value.

Financial liabilities - trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 2 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Donations and legacies;				
Worship	249,848	504	250,352	237,100
Y4F income	331	14,538	14,869	14,784
	250,179	15,042	265,221	251,884

£250,179 (2021 - £237,100) of the income above was attributable to unrestricted funds and £15,042 (2021 - £14,784) attributable to restricted funds.

#### 3 Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Y4F income	-	573,200	573,200	650,116
Coffee shop	60,533	-	60,533	38,945
Activities with Church family	17,414	101	17,515	12,540
Other activities	68,710	15,317	84,027	110,524
Other grants	62,700	-	62,700	17,000
Contributions to core funding	216,159	(216,159)	-	-
	425,516	372,459	797,975	829,125

£425,516 (2021 - £258,865) of the income above was attributable to unrestricted funds and £372,459 (2021 - £570,260) attributable to restricted funds.

#### 4 Income from other trading activities

	Unrestricted funds General £	Restricted funds £	Total funds £
Events income;			
Other events income	5,006	5,770	10,776
	5,006	5,770	10,776

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

£5,006 (2021 - £Nil) of the income above was attributable to unrestricted funds and £5,770 (2021 - £Nil) attributable to restricted funds.

#### 5 Investment income

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Interest receivable and similar income;			
Interest receivable	411	411	20

All of the income above was attributable to unrestricted funds in 2022 and 2021.

#### 6 Government grants

	Unrestricted funds General £	Total 2022 £	Total 2021 £
CJRS furlough claims	-	-	8,197
Coronavirus business support grants	2,667	2,667	18,674
	2,667	2,667	26,871

All of the income above was attributable to unrestricted funds in 2022 and 2021.

#### 7 Expenditure on raising funds

##### a) Costs of generating donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2022 £	Total 2021 £
Marketing and publicity	5,782	6,312	12,094	-

£5,782 (2021 - £Nil) of the expenditure above was attributable to unrestricted funds and £6,312 (2021 - £Nil) attributable to restricted funds.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 8 Expenditure on charitable activities

	Note	Unrestricted funds		Restricted funds	Total 2022	Total 2021
		Designated £	General £	£	£	£
Worship		-	36,682	5,157	41,839	283,838
Y4F costs		-	-	385,756	385,756	395,501
Operational activities		-	374,517	9,184	383,701	-
Coffee shop		-	85,550	-	85,550	52,714
Activities with Church family		-	114,557	1,784	116,341	110,146
Allocated support costs	9	8,674	46,819	7,261	62,754	48,840
Governance costs	9	-	12,929	-	12,929	13,022
		<u>8,674</u>	<u>671,054</u>	<u>409,142</u>	<u>1,088,870</u>	<u>904,061</u>

£676,728 (2021 - £488,789) of the expenditure above was attributable to unrestricted funds and £409,142 (2021 - £415,272) attributable to restricted funds.

#### 9 Analysis of governance and support costs

##### Support costs

	Unrestricted funds		Restricted funds	Total 2022	Total 2021
	Designated £	General £	£	£	£
Depreciation, amortisation and other similar costs	8,674	28,767	6,686	44,127	42,197
Loss on disposal of tangible fixed assets	-	6,191	-	6,191	-
Consultancy fees	-	5,322	575	5,897	2,453
Other resources expended	-	6,539	-	6,539	4,190
	<u>8,674</u>	<u>46,819</u>	<u>7,261</u>	<u>62,754</u>	<u>48,840</u>

£55,493 (2021 - £41,030) of the expenditure above was attributable to unrestricted funds and £7,261 (2021 - £7,810) attributable to restricted funds.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### Governance costs

	Unrestricted funds General £	Total 2022 £	Total 2021 £
Audit fees			
Audit of the financial statements	10,721	10,721	6,600
Other fees paid to auditors	2,700	2,700	2,340
Independent examiner fees			
Examination of the financial statements	(492)	(492)	4,082
	12,929	12,929	13,022

All of the expenditure above was attributable to unrestricted funds in 2022 and 2021.

#### 10 Net incoming/outgoing resources

Net (outgoing)/incoming resources for the year include:

	2022 £	2021 £
Operating leases - other assets	9,248	6,000
Audit fees	10,721	6,600
Other non-audit services	2,700	2,340
Independent examiner fees	(492)	-
Loss on disposal of tangible fixed assets	6,191	-
Depreciation of fixed assets	44,127	41,848

#### 11 Trustees remuneration and expenses

During the year the charity made the following transactions with trustees:

##### **K Hibbert**

£70 (2021: £Nil) of expenses were reimbursed to K Hibbert during the year.

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year (2021: £nil).

No trustees have received any other benefits from the charity during the year.

Related party transactions are disclosed in note 22.



## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 12 Staff costs

The aggregate payroll costs were as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year were:</b>		
Wages and salaries	641,320	558,503
Social security costs	46,667	34,553
Pension costs	23,353	21,550
	<u>711,340</u>	<u>614,606</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>No</b>	<b>No</b>
Leadership	5	5
Administration	6	4
Ministry	4	3
Coffee shop	7	7
Y4F	18	19
	<u>40</u>	<u>38</u>

The full time equivalent number of staff for the same period was 27 (2021: 27).

No employee received emoluments of more than £60,000 during the year

The total employee benefits of the key management personnel of the charity were £170,616 (2021 - £145,547).

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 13 Tangible fixed assets

	Freehold land and buildings £	Equipment, kitchen equipment and machinery £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 January 2022	876,440	182,447	10,913	1,069,800
Additions	57,360	41,785	-	99,145
Disposals	-	(19,999)	-	(19,999)
At 31 December 2022	<u>933,800</u>	<u>204,233</u>	<u>10,913</u>	<u>1,148,946</u>
<b>Depreciation</b>				
At 1 January 2022	33,876	95,942	10,913	140,731
Charge for the year	8,674	35,453	-	44,127
Eliminated on disposals	-	(13,555)	-	(13,555)
At 31 December 2022	<u>42,550</u>	<u>117,840</u>	<u>10,913</u>	<u>171,303</u>
<b>Net book value</b>				
At 31 December 2022	<u>891,250</u>	<u>86,393</u>	<u>-</u>	<u>977,643</u>
At 31 December 2021	<u>842,564</u>	<u>86,505</u>	<u>-</u>	<u>929,069</u>

#### 14 Stock

	2022 £	2021 £
Stocks	<u>500</u>	<u>500</u>

#### 15 Debtors

	2022 £	2021 £
Trade debtors	48,252	10,143
Prepayments	4,413	8,474
Accrued income	-	22,537
VAT recoverable	-	5,190
Other debtors	<u>15,810</u>	<u>34,651</u>
	<u>68,475</u>	<u>80,995</u>

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 16 Cash and cash equivalents

	2022 £	2021 £
Cash on hand	311	387
Cash at bank	466,378	511,404
	<u>466,689</u>	<u>511,791</u>

#### 17 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	15,922	12,811
Other taxation and social security	10,124	9,720
VAT payable	19,866	-
Other creditors	8,364	11,785
Accruals	17,025	22,119
	<u>71,301</u>	<u>56,435</u>

#### 18 Obligations under leases and hire purchase contracts

##### Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022 £	2021 £
<b>Land and buildings</b>		
Within one year	12,000	6,000
Between one and five years	18,000	-
	<u>30,000</u>	<u>6,000</u>

There is the option of a break clause each year.

#### 19 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £23,353 (2021 - £21,550).

Contributions totalling £8,364 (2021 - £11,785) were payable to the scheme at the end of the year and are included in creditors.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

#### 20 Funds

	Balance at 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2022 £
<b>Unrestricted funds</b>					
<i><b>General</b></i>					
General fund	120,628	683,779	(676,836)	(57,503)	70,068
<i><b>Designated</b></i>					
Designated Building Fund	842,564	-	(8,674)	57,360	891,250
<b>Total unrestricted funds</b>	<u>963,192</u>	<u>683,779</u>	<u>(685,510)</u>	<u>(143)</u>	<u>961,318</u>
<b>Restricted funds</b>					
Capital/Building Development Fund	89,979	15,000	(7,926)	-	97,053
Griffiths Legacy - Overseas Mission	41,246	3,150	(11,492)	-	32,904
Raise your words Y4F - Writers Group	3,313	-	-	-	3,313
Small Support Funds Y4F	10,279	200	(198)	-	10,281
Lottery Funding Homeless Project Y4F	40,481	-	(10,799)	-	29,682
Y4F Contingency Fund	43,092	27,216	-	-	70,308
Y4F General	274,338	198,737	(296,233)	-	176,842
Y4F Afghan Families	-	250	(85)	-	165
Y4F Intentional Peer Support	-	8,512	(3,059)	-	5,453
Y4F Resettlement	-	12,055	(9,315)	-	2,740
Short Term Gifts	-	3,541	(3,684)	143	-
SCC ARAP	-	28,350	(23,469)	-	4,881
Abri sustaining families Charis	-	38,000	-	-	38,000
	-	58,260	(49,194)	-	9,066
<b>Total restricted funds</b>	<u>502,728</u>	<u>393,271</u>	<u>(415,454)</u>	<u>143</u>	<u>480,688</u>
<b>Total funds</b>	<u><u>1,465,920</u></u>	<u><u>1,077,050</u></u>	<u><u>(1,100,964)</u></u>	<u><u>-</u></u>	<u><u>1,442,006</u></u>

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

	Balance at 1 January 2021 £	Incoming resources £	Resources expended £	Balance at 31 December 2021 £
<b>Unrestricted funds</b>				
<i><b>General</b></i>				
General fund	79,033	522,856	(481,261)	120,628
<i><b>Designated</b></i>				
Designated Building Fund	<u>850,092</u>	-	<u>(7,528)</u>	<u>842,564</u>
<b>Total unrestricted funds</b>	<u>929,125</u>	<u>522,856</u>	<u>(488,789)</u>	<u>963,192</u>
<b>Restricted</b>				
COVID Response Grant - Poppins	4,000	-	(4,000)	-
Capital/Building Development Fund	80,524	17,000	(7,545)	89,979
Griffiths Legacy - Overseas Mission	41,246	-	-	41,246
Raise your words Y4F - Writers Group	3,435	-	(122)	3,313
Small Support Funds Y4F	4,331	6,978	(1,030)	10,279
Lottery Funding Homeless Project Y4F	14,507	38,119	(12,145)	40,481
Y4F Contingency Fund	15,876	27,216	-	43,092
Y4F General	<u>169,037</u>	<u>495,731</u>	<u>(390,430)</u>	<u>274,338</u>
<b>Total restricted funds</b>	<u>332,956</u>	<u>585,044</u>	<u>(415,272)</u>	<u>502,728</u>
<b>Total funds</b>	<u><u>1,262,081</u></u>	<u><u>1,107,900</u></u>	<u><u>(904,061)</u></u>	<u><u>1,465,920</u></u>

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

The specific purposes for which the funds are to be applied are as follows:

The unrestricted general fund is available to be used at the trustees discretion to further the objects of the charity.

Designated funds include unrestricted funds that have been ringfenced by the trustees for the purpose of maintaining a building fund. This equates to the net book value of assets purchased from designated income. Depreciation on these assets is written off annually against the designated funds.

Restricted funds relate to incoming resources which have been received subject to specific conditions imposed by the donor and binding on the Trustees and may only be applied in accordance with the restrictions placed on the donation.

The Griffiths Legacy of which a balance of £32,904 is restricted on spending for overseas mission trips as approved by the trustees.

The Capital/Building Development Fund of which a balance of £97,053 is restricted on spending for the development, improvement and potential expansion of the building.

The Raise your words Y4F - Writers Group, of which a balance of £3,313 is restricted for spending on the writers group.

The Small support funds Y4F, of which a balance of £10,281 is restricted for spending on those in the community who require additional help with small or sundry items.

The Lottery Funding Homeless Project Y4F fund, of which a balance of £29,682 is restricted for spending on working with the Homeless community.

The Y4F Funds brought forward totalled £274,338 plus £43,092 for the Y4F Contingency fund. Total income of £225,953 relates to grants, direct credits as well as other income received in the year. Total expenditure of £296,233, made up of wages, office services, travel, depreciation and other costs were spent in the year. This resulted in funds carried forward of £247,150 including a carried forward balance of £70,308 for the Y4F contingency fund. The Y4F general fund is ringfenced for Y4F, but the use within that is not determined. This is restricted for the enhancement of the programme. The Y4F contingency fund is restricted to enable the charity to ensure all wages and debts are paid should Y4F funding cease.

The Y4F Afghan Families fund, of which a balance of £165 is restricted to subsidise additional items required, trips and necessities.

The Y4F International Peer Support fund, of which a balance of £5,453 is restricted to support IPS group activities including swimming sessions.

The Y4F Resettlement fund, of which a balance of £2,740 is restricted to support resettlement work including the initial set up of the Welcome Hub before the charity were engaged in a contract with Charis and subsidising trips/days out associated with the Welcome Hub.

The Short Term Gifts fund, relates to income and expenditure in relation to the Yeovil churches carol concert.

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

The SCC ARAP fund, of which a balance of £4,881 is restricted to support families in need in the local area.

The Abri sustaining families fund, of which a balance of £38,000 is restricted to support families in need in the local area.

The Charis fund, of which a balance of £9,066 is restricted, is due to Charis being directly contracted by Somerset Council and the charity have engaged in a contract with them to run a Welcome Hub from the Gateway building.

#### 21 Analysis of net assets between funds

	Unrestricted funds		Restricted funds	Total funds
	General	Designated		at 31
	£	£		December
				2022
				£
Tangible fixed assets	86,393	891,250	-	977,643
Current assets	54,976	-	480,688	535,664
Current liabilities	<u>(71,301)</u>	<u>-</u>	<u>-</u>	<u>(71,301)</u>
Total net assets	<u>70,068</u>	<u>891,250</u>	<u>480,688</u>	<u>1,442,006</u>
				Total funds
				at 31
				December
				2021
				£
Tangible fixed assets	79,819	842,564	6,686	929,069
Current assets	97,244	-	496,042	593,286
Current liabilities	<u>(56,435)</u>	<u>-</u>	<u>-</u>	<u>(56,435)</u>
Total net assets	<u>120,628</u>	<u>842,564</u>	<u>502,728</u>	<u>1,465,920</u>

#### 22 Related party transactions

During the year the charity made the following related party transactions:

Claire Hardy, who is the daughter of a trustee, is married to Joseph Hardy. They are both employed by the Charity on salaries commensurate with their positions.

At the balance sheet date the amount due to/from was £Nil (2021 - £Nil).

Jo Nichols is the daughter of a trustee and is employed by the Charity on a salary commensurate with her position.

At the balance sheet date the amount due to/from was £Nil (2021 - £Nil).

## Yeovil Community Church

### Notes to the Financial Statements for the Year Ended 31 December 2022 (continued)

Lisa Collins, whose husband is a trustee, is employed by the Charity.

At the balance sheet date the amount due to/from was £Nil (2021 - £Nil).

#### **Yeovil Community Church Trust**

The Charity is connected to the Yeovil Community Church Trust which has trustees and certain objects in common. The trustees in common are as follows:

K Hibbert and M Nichols.

The Charity was removed from the register on 30 March 2023.

At the balance sheet date the amount due to/from Yeovil Community Church Trust was £Nil (2021 - £Nil).

#### **Revolution Audio**

During the year, the Charity paid £23,771 (2021: £5,508) to Revolution Audio for equipment hire which is a business run by Malcolm Nichols' son.

At the balance sheet date the amount due to/from Revolution Audio was £Nil (2021 - £Nil).



## 11/205 PUBLIC PARTICIPATION POLICY

The original Public Participation Policy was agreed on 11<sup>th</sup> October 2022 by this Committee.

In order to aid the smooth running of meetings, it has been suggested that the Public Participation Policy be reviewed. Any changes are highlighted in yellow but there is also an additional version, so that the full policy is easier to read.

Members are asked to consider the policy, and make amendments as required.

The Committee is **RECOMMENDED**

(1) to note the report;

(2) to agree to the changes as highlighted in the Public Participation Policy.

*(Amanda Card, Town Clerk – 01935 382424 or [amanda.card@yeovil.gov.uk](mailto:amanda.card@yeovil.gov.uk))*

# YEOVIL TOWN COUNCIL

## PUBLIC PARTICIPATION POLICY



### 1. Public comment

- 1.1 Questions, statements or comments from members of the public will be allowed (Standing Order 3e) at both the beginning and end of each scheduled meeting of the Council and the Committees.
- 1.2 Public Comment at the beginning of the meeting shall take place before any speaker who is invited to a meeting of the Council and the Committee.
- 1.3 ~~In accordance with Standing Order 3h, a question shall only require a response at the meeting should an appropriate answer be available.~~
- 1.4 ~~The Chair of the meeting may direct that a written or oral response be given.~~
- 1.5 Questions should be directed through the Chair (Standing Orders 3k) to the members of Council or the Committee (not an Officer). However, the Chair may, where appropriate, ask an Officer to reply.
- 1.6 Any speaker who is invited to give an update on their organisation or a project who attends any meeting of the Council and Committee may be subject to questions from the public. ~~On invitation,~~ The speaker will be notified that there may be questions from both Councillors and members of the public. ~~The speaker retains the right to decline answering questions from the public.~~ The agenda will reflect whether or not the speaker ~~would~~ welcomes questions from the public.

### 2. Time for Public Comments

- 2.1 The period of time designated for public comments shall not exceed 15 minutes unless directed by the Chair of the meeting (Standing Order 3f).
- 2.2 Each individual speaker shall be restricted to a total of three minutes (Standing Order 3g).

- 2.3 Due to the nature of the Planning Committee, comments from the general public at a Planning Committee meeting may be permitted by the Chair at other times during the meeting (Standing Order 3f).

### 3. Notice

- 3.1 Questions need not be submitted in advance, in writing, but questions presented in that form are likely to receive a more detailed reply. A member of the public wishing to ask a question or speak at a Council meeting should submit in advance of the meeting. They should e-mail: [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk) , providing their full name, address and question/comment. This request should be submitted by the Friday before the meeting, by noon, for a detailed response to be available at the meeting.
- 3.2 A member of the public wishing to ask a question or speak but has not submitted a request in advance of the meeting, to do so speaker must log their intention to speak with the Clerk of the meeting. Questions or comments that have not been submitted prior to the meeting, risk a detailed response not being available at the meeting. The Council reserves the right to provide a written response within an appropriate time frame for these questions.
- 3.3 In accordance with Standing Order 3h, a question shall only require a response at the meeting should an appropriate answer be available.

### 4. Public Comments at the Meeting

- 4.1 The Chair will direct the order of speaking (Standing Orders 3i).
- 4.2 The speaker may be asked to stand (if they are able) when they address the meeting (Standing Orders 3j).
- 4.3 The speaker will be restricted to 3 minutes and will be stopped should their question or comment exceed the allowance. There will be no further input from the person asking the question unless clarification is required.
- 4.4 Where a question is asked, the answer may take the form of:
- (a) a direct oral response;
  - (b) where the desired information is contained in a publication of the Council, reference the speaker shall be directed to that publication; or
  - (c) where the reply to the question cannot conveniently be given orally, a written answer will be provided.

4.5 ~~Every question shall be put and answered without discussion. although the questioner may be permitted to ask supplementary questions relating to the question.~~ Questions and comments are not for debate, other than to refer to a Committee should that be necessary.

4.6 If there is a group of people attending to speak about a particular item, then a representative should be nominated to speak on behalf of the group.

## 5. Scope of Public Comments

5.1 The Chair may disallow any question, statement or comment if it:

- is not about a matter for which the local authority has a responsibility or which affects the Town Council;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

Yeovil Town Council

23<sup>rd</sup> April 2024

To be reviewed: March 2029

(subject to changes in legislation, recommended practice, operations)

# YEOVIL TOWN COUNCIL

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- 1.3 Questions should be directed through the Chair (Standing Orders 3k) to the members of Council or the Committee (not an Officer). However, the Chair may, where appropriate, ask an Officer to reply.
- 1.4 Any speaker who is invited to give an update on their organisation or a project who attends any meeting of the Council may be subject to questions from the public. The speaker will be notified that there may be questions from both Councillors and members of the public. The speaker retains the right to decline answering questions from the public. The agenda will reflect whether or not the speaker welcomes questions from the public.

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- 3.2 A member of the public wishing to ask a question or speak but has not submitted a request in advance of the meeting, to do so speaker must log their intention to speak with the Clerk of the meeting. Questions or comments that have not been

submitted prior to the meeting, risk a detailed response not being available at the meeting. The Council reserves the right to provide a written response within an appropriate time frame for these questions.

- 3.3 In accordance with Standing Order 3h, a question shall only require a response at the meeting should an appropriate answer be available.

#### **4. Public Comments at the Meeting**

- 4.1 The Chair will direct the order of speaking (Standing Orders 3i).
- 4.2 The speaker may be asked to stand (if they are able) when they address the meeting (Standing Orders 3j).
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- 4.4 Where a question is asked, the answer may take the form of:
- (a) a direct oral response;
  - (b) where the desired information is contained in a publication of the Council, the speaker shall be directed to that publication; or
  - (c) where the reply to the question cannot conveniently be given orally, a written answer will be provided.
- 4.5 Questions and comments are not for debate, other than to refer to a Committee should that be necessary.
- 4.6 If there is a group of people attending to speak about a particular item, then a representative should be nominated to speak on behalf of the group.

#### **5. Scope of Public Comments**

- 5.1 The Chair may disallow any question, statement or comment if it:
- is not about a matter for which the local authority has a responsibility, or which affects the Town Council;
  - is defamatory, frivolous or offensive;
  - is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
  - requires the disclosure of confidential or exempt information.

Yeovil Town Council  
23<sup>rd</sup> April 2024  
To be reviewed: March 2029  
(subject to changes in legislation, recommended practice, operations)

## 11/206 DEVOLUTION OF ASSETS AND SERVICES

### Background

Currently Open Spaces and Play Areas are split between those that are within a Service Level Agreement (SLA) and those that are outside the Service Level (SLA) Agreement. The Open Spaces and the Play Areas which are within SLA are in the ownership of Somerset Council, but Yeovil Town Council are responsible for those areas and contract Somerset Council to carry out the maintenance on behalf of Yeovil Town Council. The Open Spaces and Play Areas outside the SLA belong to and are the responsibility of Somerset Council.

The notes of the meeting of the Devolution and Organisation Work Party (which is attached) show both the open spaces and play areas which are within and out side SLA.

### Recommendation from Devolution and Organisation Working Party

The Devolution and Organisation Working Party are recommending to this Committee, that Yeovil Town Council should take on the responsibility of all Open Spaces, all Play areas and Yeovil In Bloom.

	<b>Projected Costs (£)</b>	<b>YTC Current Contributions (£)</b>	<b>Additional Costs for YTC</b>
Yeovil In Bloom	132,778	41,240 <sup>1</sup>	91,538
Open Spaces	254,771	133,480 <sup>2</sup>	121,291
Maintenance of Play Areas	129,270	43,020 <sup>3</sup>	86,250
Management of Above Service	55,150	0	55,150
<b>Total</b>	<b>571,969</b>	<b>217,740</b>	<b>354,229</b>

The costs above are for full year costs.

The Committee is **RECOMMENDED**

- (1) to note the report;
- (2) to recommend to Town Council, that Yeovil Town Council take on the full responsibility of all Open Spaces, all Play Areas and Yeovil in Bloom from Autumn 2024;
- (3) that if (2) is agreed, that up to £354,229 (the amounts will be pro ratad accordingly) is funded from Unallocated General Funds for the remainder of this year (2024/25);

<sup>1</sup> Already within existing Promotions and Activities Budget

<sup>2</sup> Already within existing Grounds and General Maintenance Budget

<sup>3</sup> Already within existing Grounds and General Maintenance Budget

(4) and if (2) is agreed, to set a budget of £571,969 in 2025/26, as indicated in the table above (and additional £354,229).

***(Amanda Card, Town Clerk – 01935 382424 or amanda.card@yeovil.gov.uk)***



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ



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**Notes of the meeting of the Devolution and Organisation Working Party held on Wednesday 3<sup>rd</sup> April 2024 at 7:00pm in the Town House, 19 Union Street, Yeovil BA20 1PQ.**

**Present:** Cllrs A Kendall; G Oakes; E Potts-Jones; and R Stickland.

**In Attendance:** Amanda Card (Town Clerk); and Lucy Ryder (Assistant Town Clerk).

## (1) APOLOGIES

There were no apologies.

## (2) OPEN SPACES

Following the previous meeting, the working party asked for more detailed costings if Yeovil Town Council became responsible for open spaces both within the SLA and outside the SLA. The table below shows the costs.

<b>Parks (Open Spaces)</b>	<b>Revised both within and outside SLA (£)</b>
Staffing	181,000
Mobile Phones	1,800
Vehicle Leases	21,171
Fuel	5,250
Vehicle repairs/maintenance	9,000
Equipment maintenance (tools, materials, chemicals, repairs)	24,800
Clothing	750
Specialist Training (Chapter 8,10 and work at height etc)	5,000
Waste Collection	6,000
	<b>254,771</b>

Yeovil Town Council currently pay Somerset Council £133,480 to maintain the open spaces within the SLA, although the current costs are projected to be £184,954 – meaning that

Somerset Council subsidise the provision by £51,474. An additional budget of £121,291 would be required to maintain all open spaces in Yeovil.

The table below reminds members of the open spaces within SLA and those that are outside the SLA.

Within SLA (See dark green areas on map in appendix)	Outside SLA (See bright green areas on map in
Bides gardens / Reckleford	Bell chase
Fielding road rec	
Grass royal rec	Birchfield West
Higher milford valley	Century park
Hollands walk	College green
Howard road rec	Lyde road / Meadow etc
Kingston view	Oaklands
Lower milford valley	
Milford Park	Yew tree park
Monsdale rec	
Oxford road	
Preston Park	
Roseberry ave rec	
Sidney gardens	
Turners barn lane / Arnewood gardens	
Westfield Rec	
Westland road rec	

### (3) PLAY AREAS

Following the previous meeting, the working party asked for more detailed costings if Yeovil Town Council became responsible for play areas both within the SLA and outside the SLA. The table below shows the costs.

Play Areas	Revised both within and outside SLA (£)
Staffing	<b>66,000</b>
Mobile Phone	<b>720</b>
Vehicle Lease	<b>7,057</b>
Fuel	<b>1,750</b>
Vehicle repairs/maintenance	<b>2,031</b>
Equipment - non planned maintenance (fence replacement etc)	<b>22,348</b>
Equipment - planned maintenance (Parts, tools, materials)	<b>15,132</b>
Uniform	<b>300</b>
Essential Training	<b>2,740</b>
Contractors Costs	<b>11,192</b>
	<b>129,270</b>

Yeovil Town Council currently contribute £43,020 Somerset Council to maintain the play areas within the SLA. Therefore, an additional budget of £121,291 would be required.

Yeovil Town Council currently pay Somerset Council £43,020 to maintain the play areas within the SLA, although the current costs are projected to be £91,890 – meaning that Somerset Council subsidise the provision by £48,870. An additional budget of £86,250 would be required to maintain all play areas in Yeovil.

The table below reminds members of the play areas within SLA and those that are outside the SLA.

Within SLA (See green slide icon on map in appendix)	Outside SLA (See red slide icon on map in appendix)
Fielding Road	Abbots Mead
Grass Royal	Bell Chase
Howard Road	Birchfield Play Area
Kingston View	Birchfield Pump Track
Milford Rec	College Green
Monksdale	Harbin Close
Oxford Road	Ninesprings
Preston Park	Yeovil Rec
Roseberry Avenue	
St Johns Road	
Summer House View	
Turners Barn Lane	
Westfield Rec	
Westland Road	
Yew Tree Park	

### (3) YEOVIL IN BLOOM

Following the previous meeting, the working party asked for more detailed costings if Yeovil Town Council became responsible for Yeovil in Bloom The table below shows the costs.

Yeovil In Bloom	Within SLA (£)	Outside SLA (£)	Total (£)
Salaries	24,800	68,000	<b>92,800</b>
Mobile Phones		360	<b>360</b>
Vehicle Leases		3,528	<b>3,528</b>
Fuel		1,000	<b>1,000</b>
Machinery Costs		500	<b>500</b>
Working budget	16,440		<b>16,440</b>
Floral Bedding		18,000	<b>18,000</b>
Clothing/uniform		150	<b>150</b>
	<b>41,240</b>	<b>91,538</b>	<b>132,778</b>

The Town Clerk highlighted that £41,240 was budgeted by Yeovil in Bloom, however the current costs of Yeovil in Bloom is £132,778, meaning that Somerset Council subsidise the difference of £91,538.

An additional budget of £91,538 would be required for Yeovil Town Council to take on the responsibility of Yeovil In Bloom.

**(4) SUMMARY**

The table below shows the total costs of Yeovil Town Council taking on services.

	Current Costs	YTC Current contributions	Additional costs for YTC
In Bloom	132,778	41,240	91,538
Open Spaces	254,771	133,480	121,291
Maintenance of Play	129,270	43,020	86,250
Management of above services	55,150	-	55,150
	<b>571,969</b>	<b>217,740</b>	<b>354,229</b>

An additional £354,229 would be required. Although there would be economies of scales, with the cross overs with other services that the Town Council had already agreed to run. At this stage it is impossible to calculate.

**RESOLVED:** (1) to recommend to Policy, Resources and Finance take on responsibility of all Open Spaces, Play areas and Yeovil in Bloom from Autumn 2024, (2) that if (1) is agreed that up to £354,229 is funded from Unallocated General Funds for the remainder of this year (2024/25); and (3) that if (1) is agreed to set a budget of £571,969 in 2025/26 as indicated in the table above (an additional £354,229).

**(5) TUPE CONSULTATIONS**

The Town Clerk informed the working party that she and the Assistant Town Clerk had been invited to TUPE consultations at Somerset Council to introduce herself and the Town Council to those members of staff who will be transferred over from Somerset Council

**(6) LEGAL**

The Town Clerk announced that Porter Dodson had now been officially appointed with the correct Councillors signatures. She expressed that she was concerned that things were being held up by legal at Somerset Council.

The working party agreed that this needed to be flagged up to the Leader of Somerset Council at the meeting that the Cllrs G Oakes; A Soughton, R Stickland and the Town Clerk would all be present at.

**(7) DATE OF NEXT MEETING**

**RESOLVED:** tbc

The meeting closed at 8:23pm.

Signed:

Date:

