



# The Hangleton & Knoll Project

Working for a better community

Registered Charity Number: 1139971  
Company Limited by Guarantee Number: 7260539  
[www.hkproject.org.uk](http://www.hkproject.org.uk)

REPORT OF THE TRUSTEES  
AND FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31 MARCH 2020

# Contents of the Financial Statements for the Year Ended 31<sup>st</sup> March 2020

1. REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS' TRUSTEES/DIRECTORS, ADVISERS, STAFF & VOLUNTEERS.....	3
2. STRUCTURE, GOVERNANCE AND MANAGEMENT .....	6
3. OBJECTIVES AND ACTIVITIES.....	12
4. ACHIEVEMENTS AND PERFORMANCE.....	19
5. FINANCIAL REVIEW .....	35
6. PLANS FOR FUTURE PERIODS .....	36
7. FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS .....	37
8. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31.03.2020.....	38
9. APPENDIX 1 – MANAGEMENT STRUCTURE DIAGRAM .....	39

# Report of the Trustees for the Year to 31<sup>st</sup> March 2020

## 1. REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS' TRUSTEES/DIRECTORS, ADVISERS, STAFF & VOLUNTEERS

<b>Name:</b>	<b>The Hangleton and Knoll Project</b>
<b>Registered Charity Number :</b>	<b>1139971</b>
<b>Registered Company Limited by Guarantee Number:</b>	<b>7260539</b>
<b>Registered &amp; Principal Office:</b>	<b>The Hangleton &amp; Knoll Project St. Helen's Parish Offices Hangleton Way Hove East Sussex BN3 8ER</b>
<b>Bankers:</b>	<b>The Bank of Scotland 33 Old Broad Street London</b>
<b>Trustees/Directors:</b>	<b>Mrs Patricia Weller (Chair) Mrs Raminder Kaur Gill (Vice Chair) Ms Sophie Murphy (Vice Chair) resigned 6.11.19 Mr Nicholas Stephen Goslett (Treasurer) Mr Keith Mason Mr Jack Stanford Miss Nichola Jane Quinn Mrs Anna Muten Mrs Joyce Gould</b>
<b>Company Secretary:</b>	<b>Lulu Russell</b>
<b>Non-voting Observers:</b>	<b>Cllr Dawn Barnett; Cllr Tony Janio</b>
<b>Chief Executive:</b>	<b>Joanna Martindale</b>
<b>Independent Examiner:</b>	<b>John Thacker FCA DChA Chartered Accountant Chariot House Limited Chartered Accountants 44 Grand Parade Brighton East Sussex BN2 9QA</b>

**Staff employed during the year  
Ended 31st March 2019:**

**Management & Administration:** Joanna Martindale – Chief Executive Officer  
Mandy Tyler- Finance Coordinator  
Lulu Russell – Central Services Manager (title change 1.1.20)

**Community Development:** Claire Johnson – Community Development Coordinator  
Clare Hopkins - Community Development Worker  
Katie Merrien - Community Development Worker joined 1.5.19

**Youth Work:** Michelle Old – Youth Work Coordinator (resigned April 19)  
Nina Bhirangi-Bishop – Youth Worker  
Polly Brooks – Youth Participation Worker  
Andy Johnson - Youth Sessional Worker  
Rachael Sergeant - Youth worker  
Robert Brown - Youth worker  
Briony Streets Youth Work Coordinator (joined 29.4.19)  
Helen Baxter REBOOT Youth Coach (joined 1.5.19)

**Community Learning:** David Purkiss – Freelance Trainer  
Mumtaz Ahmed - Freelance Trainer  
Fiona McCall – Volunteer Tutor

**Routes:** Nicole Monney – Community Arts & Learning Coordinator  
Claire Hines – Routes IAG Worker (joined 24.6.19)

**Volunteers:** Aaron Checksfield- Youth Work- Young Leader  
Alan Issler – Community Development  
Alexander Monney – HaKIT & website  
Arwen Shears- Youth Work-Young Leader  
Carmel O’Dell – Community Development  
Caitlyn Armstrong - Youth Work-Young Leader  
Carl Checksfield - Youth Work-Young Leader  
Con Gregory - Youth Work-Young Leader  
David Turton - Youth Work-Young Leader  
Elif Aycan - Community Learning  
Elle Hartle - Community Learning  
Finlay Gregory - Youth Work-Young Leader  
Jade During Youth Work-Young Leader  
Jadzia Shears- Youth Work-Young Leader  
Janet Bryan – Community Development 50+  
Jaimie O Sullivan Youth Work-Young Leader  
Jasmine Higgs - Youth Work-Young Leader  
Joyce Gould – Community Development 50+  
Karen Bridger – Community Learning Lead Volunteer  
Lucinda Brake Youth Work-Young Leader  
Nick Goslett – Community Development 50+  
Pauline Goldstein– Community Development 50+  
Ray Welch - Community Learning  
Robbie Clayton- Youth Work-Young Leader  
Shannon Smith Youth Work-Young Leader  
Trevor Bryan – Community Development 50+

**Project Offices:**

**St. Richards Church & Community Centre  
Egmont Road  
Hove BN3 7FP  
Tel: 01273 706469; 01273 410858**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2020.

The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

## **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Constitution**

The Charity was incorporated on 20<sup>th</sup> May 2010 as a company limited by guarantee (registered company number 7260539) and commenced activities on 1<sup>st</sup> April 2011. On that day it took over the activities of the previous Hangleton & Knoll Project (registered charity number 1009953 on 21<sup>st</sup> March 1992).

### **Nature of governing document**

The Projects governing document is its Memorandum and Articles of Association.

### **Board Membership**

The Trustees when complete shall consist of at least 4 and not more than 16 individuals. One third of the Trustees must retire at each Annual General Meeting, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A Trustee retiring under this Article may stand for re-election.

### **Recruitment and appointment of Trustees**

Throughout the year Project staff encourage local residents to take up membership of the Project and, as the AGM approaches, to put themselves forward for election to the Board of Trustees. Invitations to the AGM are sent to all members and local community groups and to a wide range of people within the statutory and voluntary sector. All residents are invited via the local newsletters, which are distributed to houses on the estates. The covering letters encourage non-members to become members and non-Trustees to consider standing for election on the Management Committee. There are a range of skills represented on the Board, and good representation of different sections of the community.

### **Project Membership**

Membership is open to all individuals (over the age of 18) who are interested in furthering the work of the Charity.

### **Policies and procedures for induction and training of trustees**

All newly appointed Trustees receive an Induction Pack and undergo an induction training period. This includes attending the first Management Committee Meeting held shortly after the AGM, meeting with staff, and shadowing an appointed, existing Trustee. Roles and responsibilities are explained in accordance with the Charity Commission Leaflet CC3.

### **Equal Opportunities Policy**

The Hangleton and Knoll Project (HKP) recognises the existence of discrimination against people based on particular characteristics or beliefs. Our policy sets out the steps we take to prevent discrimination in the services and support we provide and in employment. We monitor all areas of our work closely and are active in targeting work where there are gaps in representative participation.

The aim of our policy is to fulfil legal and other obligations by ensuring that everyone involved with the organisation is treated fairly regardless of age, gender, marital status or civil partnership, race, disability, sexual orientation, religious beliefs, parental rights, carer responsibility, (the protected characteristics as set out in the Equality Act 2010) and in addition their employment status, UK National status, socio-economic status, irrelevant convictions or other conditions not justified in law or relevant to the provision of service or performance of the job.

The aim of our policy is to ensure that no job applicant, employee, volunteer, or recipient of our services receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, creed, religion, disability or age, or is disadvantaged by conditions or requirements which have a disproportionately adverse effect on his or her racial group, sex, marital status, religion, disability or age and which cannot be shown to be justifiable on grounds other than those of race, colour, nationality ethnic or national origins, sex, marital status, sexual orientation, creed, religion, disability or age. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees and trustees will be given equal opportunity and, where appropriate and where permissible under the Equality Act, employees of under-represented groups will be given training and encouragement to achieve equal opportunity within the organisation.

## **Organisational structure and how decisions are made**

See the Hangleton & Knoll Management Structure diagram (Appendix 1)

## **Management Committee**

The Management Committee meets four times a year and is the forum where all major decisions are made and agreed. The Committee receive written reports from the staff and from its Sub-Committees on work in progress and opportunities arising. The Committee sets policy and takes decisions on major matters that arise. The Minutes and papers for the Management Committee Meetings are also circulated to the staff to keep them aware of the decisions being taken by the Board. Officers for the Management Committee are elected at the AGM and invitations include an invite for new members to join the Management Committee.

## **Sub-Committees of the Management Committee**

The Employment and Finance Sub-Committee meets regularly and consists of at least 3 persons nominated by the Project's Management Committee. The Chief Executive and Finance Co-ordinator attend when required. The Sub-Committee ensures the Project's Trustees control the finances of the organisation and reports to the Management Committee making recommendations on financial and employment matters where necessary, or at least on an annual basis. The Sub-Committee considers (and instructs staff accordingly on) the following aspects:

- i. The general financial health of the Project
- ii. Financial planning and annual budgeting
- iii. Income & expenditure accounts
- iv. Cash flow analysis
- v. Annual accounts and audits
- vi. Fundraising and income generation
- vii. Payroll and staff salaries
- viii. All other matters of a financial nature

In addition, the Sub-Committee, in consultation with the Chief Executive, agree the Terms and Conditions of Employment of the Project's staff, take responsibility for the process of employment of new or replacement staff and advise the Management Committee of the process to be adopted for selection and interview of candidates, following equal opportunities policies. The Sub-Committee acts as an advisory group for personnel and employment matters on any relevant issues in such a way as to pre-empt and prevent situations of difficulty to the Project arising.

## Related Parties

The Charity is not part of a wider network where any relationship impacts on the operating policies adopted by the Charity. The Charity is committed to supporting 'good-will' partnership work wherever it meets the charitable objectives as laid out in The Constitution. We have worked with (this list is not exhaustive):

- Active for Life
- Age UK
- Allsorts Youth Project
- Amaze
- Audioactive
- Benfield Valley Health Care Hub
- Brighton and Hove Black History
- Blatchington Mill School
- BMEYPP
- Brighton Housing Trust – Routes Employment Partnership
- Brighton & Hove City Council – Public Health, Children, Families and Learning, Adult Social Care, Housing, Communities and Equalities Team, Planning, Schools Wellbeing Service
- Brighton & Hove Clinical Commissioning Group
- Brighton and Hove Bus Services
- Brighton & Hove Food Partnership
- Brighton & Hove Libraries
- Brighton & Hove Adult Learning Group
- Brighton & Hove Well-being Service
- Brighton & Hove Youth Participation Team
- Brighton People's Theatre
- Brighton Dome & Festival
- Brighton Boxing Club
- Brighton Table Tennis Club
- Brighton Youth Centre
- CAMHS
- CCG – at programme and system levels
- Citizens Advice Bureau and the Moneyworks Partnership
- Changing Chalk – Downland Access Project
- Community Transport
- Compass Travel
- Community Works – Routes Employment Partnership
- Community Safety Forum
- Community Land Trust
- Chomp
- Dignity
- Extra Time
- Friends Centre
- Front Door for families
- FFT – Friends and Family of Travellers

- Goldstone Primary School
- Healthwatch
- Hangleton Children's Centre
- Hangleton Community Centre
- Hove Park School
- Hove Job Centre
- Hove Medical Centre
- Impact Initiatives – the Ageing Well Partnership
- Integrated Team for Families
- Job Centre Plus
- Local elected members: Cllr Nick Lewry, Cllr Dawn Barnett & Cllr Tony Janio
- LGBT Switchboard
- Links Road Surgery
- Mind
- Mile Oak Medical Centre
- Mind Out
- New Writing South
- Our Future City
- Portslade Academy (PACA)
- Portslade Health Centre
- 'Possability' People
- Right Here Project
- RISE
- Rethink
- Resource Centre
- Safehaven Sussex
- Serendipity (SES)
- Sing for Better Health
- Sound City
- St Helens Parish team
- St Richards Church and Community Centre
- Southdown Housing – Community Routes Partnership
- Sussex Community Foundation Trust – School Nurse Partnership
- Sussex Police – member of Police IAG
- Sussex Interpreting Services (SIS)
- Sussex Prisoner Families
- Tarnerland Youth Project
- The WISE project
- Time to Talk befriending
- Together Co
- Trust for Developing Communities – Community Development and Engagement, Brighton Streets  
Detached Youthwork partnership
- University of Brighton
- University of Sussex
- West Area Housing Team

- Wish Road Surgery
- Whitehawk Inn
- Women's Centre
- WEA Adult Education
- YMCA Downslink

The Charity is a member of Community Works, our local infrastructure and representation body. We are also in partnership with them and The Trust for Developing Communities delivering Community Development within our area and Black and Ethnic Minority engagement as part of the City offer to small groups and residents. We are part of the Sector Support Network which brings together local grant makers with infrastructure bodies for the benefit of small groups in the City.

The CEO attends the Community Works Representatives Council and Council TECC (Tourism, Equality, Culture and Community) Committee meetings as the locally elected CVS Brighton and Hove Communities Representative. We lead Youth work in the West of the City taking in a wider geographical area than the Hangleton and Knoll ward and expanding the reach of our detached work, organising regular practitioner meetings to liaise and share resources with other local youth providers. We meet regularly with other youth area and community of interest leads to organise strategically. We are also part of the City response to financial exclusion with a partnership led by the Citizens Advice Bureau called Moneyworks. We deliver the community-based education offer which seeks to provide residents with the tools to manage their finances and increase their income alongside community based access to specialist case work advice and support.

This year we commenced new piece of work, one led by Southdown Housing who are leading a large partnership of Mental Health providers in the Community Roots programme and the other led by The Trust for Developing Communities to deliver a City Wide Detached offer. This project named Brighton Streets enables Citywide reach to young people at risk of getting in trouble, with HKP delivering the offer in the West of the City.

## **Risk Management**

The Charity has examined the major risks to which it is exposed and systems have been established to mitigate these risks.

The Charity recognises that it has a responsibility to manage hazards and risks and supports a structured and focused approach to managing them through approval of the risk management strategy. In this way The Hangleton & Knoll Project will better achieve its overall objectives and enhance the quality of work delivered.

The Charity has systems in place that enable us to regularly examine the risks to which we are exposed. Primarily, the Employment and Finance committee, comprised of a minimum of three persons nominated by the Management Committee, and the Chief Executive and the Finance Co-ordinator, meets as regularly as twice a month when necessary to address imminent risks to the organisation's operation. In addition, the Charity's Management Committee meets four times a year, and more frequent meetings are convened where required, as this is the forum where all major decisions and proposals are agreed. All activities delivered by Hangleton & Knoll Project staff are subject to detailed risk assessments.

The risks are considered under five broad headings:

- Management and direction risks
- Operational risks
- Financial risks
- External risks
- Compliance with law and regulation

The Charity's risk management strategy's objectives are to:

- Integrate risk management into the culture of the Hangleton & Knoll Project
- Manage risk in accordance with best practice

- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent injury, damage and losses and reduce related costs
- Raise awareness of the need for risk management by all those connected to the Hangleton & Knoll Project and the delivery of its services.

Our full annual risk assessment is available on request. Last updated February 2020 and, in light of Covid-19, a further review is in progress.

### 3. OBJECTIVES AND ACTIVITIES

#### Objects of the Charity

- a) To promote the benefits of Brighton & Hove hereinafter called “the area of benefit” without the distinction of race, or sex, or of political, religious or other opinions by associating the Local Authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants. The Charity shall be non-party in politics and non-sectarian in religion.
- b) In furtherance of the said objects the Charity shall:
  - i. Assist and support existing community groups and work with local residents to initiate new groups responding to identified need in the “area of benefit”
  - ii. Promote and support community resources for the area in association with other voluntary groups and Statutory Agencies
  - iii. Promote and support the development of community buildings to provide facilities for all residents
  - iv. Encourage the participation of local residents in all forms of voluntary activity, education, and employment, which may improve the quality of life in “the area of benefit”.

#### Charity’s Aims

##### Purpose

The Hangleton & Knoll Project (HKP) is a Community Development charity and company limited by guarantee. We work in the Hangleton and Knoll ward of Brighton and Hove in South East England. A part of the community since 1983 we are an organisation working for the community with the community and managed by the community. Right from the start local residents have shaped and developed the organisation to become what it is today; a model of good practice for how a community is able to develop and manage its own resources and services.

##### Mission

HKP is a resident led organisation that exists to work in partnership with the neighbourhood we serve, to access and develop opportunities and resources, facilitate positive change, and deliver effective and appropriate services, as identified by those people who live in our communities.

##### Vision

HKP seeks optimum ways of working with, and for the benefit of, the whole community. We do this to mitigate and/or eliminate the wide range of social and economic difficulties that many people, affected by high levels of social deprivation in our neighbourhood, experience. We seek to improve the quality of life of people in Hangleton and Knoll by working in partnership with all local residents, community groups and service providers, to access and develop opportunities, resources and services, and to facilitate positive changes that have been collectively identified by residents, many of whom have developed the confidence and capacity to lead that change.

##### Values

HKP’s community development, youth work and community learning practices are guided by the underlying principles and values of partnership work, needs led approach, joined-up thinking, volunteering, self-help, equality, community and individual empowerment. This approach recognises the skills, assets and diversity of all our residents.

## High level outcomes

- To increase a sense of trust and feeling of belonging in Hangleton and Knoll and reduce social isolation
- To improve the health and wellbeing of all residents and increase ability to self-manage and reduce negative impacts of long term conditions
- To reduce all kinds of inequality by maximising life chances for all
- To build community and individual resilience and empower local people to have more control over the issues that affect them
- To increase skills, confidence and knowledge in local people
- To increase participation in all levels of decision making, volunteering and community action
- To build confidence to participate in learning and employment
- To ensure responsive services based on both identified need and demographic analysis

## **Main Activities**

### Community Development

Community development is the process of enhancing socially or economically disadvantaged communities by working with local people to develop the skills, knowledge and experience necessary to collectively improve their community's resources.

In practical terms, the Community Development Team:

- makes contact with residents,
- develops relationships,
- raises the awareness of residents' common concerns and responsibilities,
- helps foster a feeling of ownership of their area,
- co-ordinates the coming together of residents to agree a plan of action,
- supports the development of a group to undertake the tackling of an issue,
- supports them through their development for 6 months to a year so that they are able to fully undertake their individual and group roles and manage issues such as fundraising, financial management, forward planning, working as a team, and the delivery of a service.

At the end of the process, the community has an additional resource, targeted at an identified need, which is independent, self-sustainable and physically and financially accessible to residents.

The community development process is effective in maximising organisational time as the independent management of pieces of work by the community enables the community development worker to move on to support the development of further community initiatives. Community managed services also alleviate the demand placed upon the resources of statutory agencies.

Within the process, the development work is taking place primarily not for the end product – e.g. to set up a group that produces an annual festival - but for the benefits that residents will receive from the process:

- increasing the capability and skills of individuals;
- developing support networks and easing isolation;
- increasing the skills base of the community as a whole;
- improving community resources.

Additional to direct work with residents is work with statutory agencies and other providers to develop a climate in which residents and local community groups are able to have an active role in the development of their neighbourhood. This includes:

- the development of meetings where residents can request information, make suggestions and challenge agencies;

- liaising with agencies to signal the needs of the target area or to raise difficulties caused by policies or practice;
- informing residents of new and existing policy, opportunities presented by these, and facilitating a process where involvement and planning can take place.

### Youth Work

All youth work delivered by the Charity follows the community development ethos as listed above. In addition, it works to the Youth Service Core Curriculum:

- Personal and Social Education: helping young people in making informed and constructive choices about their personal well-being regarding health, education and training, employment, recreation and legal issues as well as making and maintaining positive personal relationships.
- Participation and Empowerment: good youth work practice puts young people at the centre of its programmes – young people voluntarily participate in the planning and direction of the programmes as decision makers as well as participants. It encourages young people's development of critical faculties and promotes the confidence with which to take control of their own lives – at local, community, City, national and international levels.
- Equality of Opportunity: youth workers are expected to challenge oppression and inequality as well as encouraging young people to do the same.
- Voluntary Engagement: the Charity provides a range of programmes that young people can engage with voluntarily. These programmes offer a range of opportunities and challenging experiences in the company of their peers and the local community. The work supports a successful transition into adulthood.

These aims are achieved through the implementation of a range of youth work methodologies including:

- Detached youth work
- Youth Bus
- Group and project work
- One to one and youth coaching support
- Work in schools
- Partnership work with other agencies and services

### Community Based Learning

HKP has developed a 'UK Online' IT training suite in St. Richard's community centre. We provide informal and formal IT and other needs led training and facilities to increase the skills and confidence of local residents. This work is delivered by qualified tutors and supported by volunteer sessional trainers recruited from former learners. Learning is provided free or at very low cost.

Community Learning activities typically include:

- Training for Community Groups eg committee skills, development days
- Taster sessions
- Free weekly computer and Internet access drop-ins - both day and evening sessions
- 1:1 training with local residents
- Supporting communications eg social media training, how to design a leaflet
- Helping groups use Funder Finder
- ESOL (English as a second language) courses
- Basic IT courses
- Accredited courses eg First Aid, Food Hygiene

- Help with C.V.'s
- Job applications and job search
- On-line courses
- Information and advice about other courses, training, volunteering and community groups

Funding reductions and increasing community demand in this area – particularly those seeking employment support – have seen us adapt our delivery and we now have additional drop-ins staffed by trained volunteers, complementing our tutor led work. We have also increased the work we do with other agencies to ensure that they deliver training in our local venues, which we promote via our networks and staff.

### Routes

Routes is a local project offering free, personal support for anyone needing some help on their journey into employment, and is funded by the European Social Fund and the Big Lottery Fund. We provide an Information and Advice service for adults of all ages, and a space to explore new opportunities, confidence building activities, updating skills, and making real progress towards better work opportunities.

Specific activities include:

- 1-2-1 tailored support for as long as is needed
- learning opportunities, such as literacy and IT skills
- access to volunteering, and training across the city
- help in addressing barriers to employment and training
- we start with a conversation and end up with a personal plan, designed to develop skills and increase chances of finding the right job
- there are budgets and resources to help with achieving training, learning and job goals
- we also provide financial support where needed for the important day-to-day practical issues, like travel and childcare

### **Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in the planning of future activities.

### **The Charity's Objectives for 2019-20**

- Pilot the 'Youth Coach' one to one coaching model as a way of positively impacting on the life chances of young people at risk of offending.
- Create a local Arts steering group to oversee all aspects of the development and delivery of a local Arts offer
- Review youth participation locally and continue to support young people to have a voice in not just the local but the Cities services for children and young people
- Successfully tender for Community Development, community engagement and core funding from the BHCC TSIP programme
- Further develop local networking opportunities to increase delivery and collaboration to meet needs as expressed in the Neighbourhood Action Plan.
- Attain trusted Charity quality mark to replace our PQASSO
- Further develop our successful partnership with the Trust for Developing Communities and CommunityWorks to engage with Black and Minority Ethnic residents to grow and develop the City's community infrastructure. Start work on developing local activities for older BAME residents as part of the new Ageing Well programme linked to needs identified in primary care as well as community

- Continue our positive partnerships with the Clinical Commissioning Group and City Council to co-produce solutions to identified community need in order to deliver a flexible, responsive and shared engagement, infrastructure and Community Development vision and grow the influence of patient and community led solutions to health issues via the West Area Health Forum and emerging Primary Care Network (PCN), ensuring that as the PCN is developed that patient experience and voice is at the heart.

The Charity has a finalised five year Strategic Business Plan which was adopted in July 2018. This is reviewed annually as part of the PQASSO and Matrix processes by the Board and is designed to be an iterative document integrating future needs analysis and evaluation data as part of our ongoing planning cycle. It is linked and delivers on the agreed Neighbourhood Action Plan, which is a shared document between Community and City Council, and was updated in February 2020 as part of our whole organisation away day.

## Significant Activities

### Activities for generating funds:

These activities include providing payroll bureau and administration services to community groups for a nominal fee and charging minimal course fees and resource hire charges as a contribution towards HaKIT course costs.

### *Investment Income:*

The Charity spreads its funds over several interest bearing bank accounts in order to minimize risk, however in the current economic climate, some of these accounts have produced no interest at all and others only a small amount.

### *Other Incoming resources for charitable activities:*

The Charity received funding from B&H City Council's Third Sector Investment Programme (TSIP) as a contribution towards the organisation's overall management and administration costs as part of the Community Development Commission.

### Community Development

**Brighton & Hove Community Works Prospectus** funding enables our core Community Development offer to support representative groups such as Community Action, local Parks groups, community festivals and community buildings alongside work targeted at specific vulnerable communities of interest e.g Parent Carers and people with long term health conditions. This also includes BAMER engagement work which is delivered in partnership with the Trust for Developing Communities.

The Charity has continued to receive funding through Impact Initiatives for our **Older People's Ageing Well** programme of work which supports older people to come together as the 50 Plus Steering Group and oversees an older people led programme of trips, groups and activities within our area. This partnership of providers is a Citywide offer with targeted work in local neighbourhood and various communities of interest. As part of this work, HKP deliver BAMER older peoples activities and trips.

The Charity received funding to deliver a number of smaller projects over the year including:

**Brighton & Hove NHS Clinical Commissioning Group (CCG)** funding which has continued to support our West Area Health Forum which brings together residents, patients and community group leaders with Practice Managers from 6 local surgeries, to look at community solutions to Health and Wellbeing issues, alongside feeding in and back, to improve local health services. Also in this year we received funding via CCG to support a volunteers' pilot looking at peer to peer learning about cancer with the aim to increased BAMER levels of cancer screening.

We received BHCC funding to deliver local networking sessions (coffee and croissant) for professionals in partnership with the Trust for Developing Communities

**CCG psychosocial** money funded a partnership between ourselves and the Trust for Developing Communities to deliver a Citywide programme of health and wellbeing activities. From October 2019 this funding became part of the **Community Roots** offer led by Southdown Housing. In Hangleton and Knoll, our focus has been BAMER women's health. CCG and BHCC BAMER Engagement funding has enabled us to deliver an outreach programme to engage with BAMER men and young people. The programmes are complimentary and add value to our core work. The CCG element includes delivery of focus groups around specific health conditions. As part of our POPP (Parent outreach project) work, Amaze awarded us funding to cover room hire, publicity and refreshments to support parent carers in the community; Impact Initiatives funding formed part of a community partnership to deliver a network of activities across the City for Older People's Day, and enabled us to deliver an information day for older people.

The Charity received funding from BHCC Public Health to manage a small Neighbourhood Fund community based grants programme to enable, and support, local community groups to apply for funding to deliver health promoting activities.

### Youth Work

**BHCC** continued to fund the Charity, as lead youth provider in the West Area to deliver a range of universal, detached and project based youth work for young people aged 13-19 years, as well as young women's group activities.

We also work with Impact Initiatives and the Trust for Developing Communities to deliver an offer for Sussex Community Foundation Trust, working alongside the School Nurse service. Our skilled youth worker supports some of the most vulnerable young people in the City with casework and a link back into mainstream youth and community activity should that be appropriate.

New this year was **Reboot**, a partnership with the Police and delivered cross Sussex led by YMCA Downlink giving us a full time youth coach to work with young people at risk.

We also build on our core offer to provide targeted group work to our most vulnerable young people. These additional pots of money include **Sussex Community Foundation Social Action Fund** delivering a programme of volunteering, the **CCG Young People Health Champions** focus to support young people to become peer mentors and to address their own health needs; the **Noel Bennet Trust** funds both our young men's project as well as our Young Leaders programme whereby young people receive training and support to gain volunteer experience with our youth work activities; **The Police fund** enables us to work with young people to reduce incidences of anti-social behaviour; and **The Cooperative and the Rotary** to support work with vulnerable young people.

### Community Learning

The Charity received **Neighbourhood Learning in Deprived Communities** funding to support 3 free tutor led and volunteer supported IT drop-ins alongside a small programme of community learning which, in this period, has focused on the needs of our ESOL communities and residents who need to improve their digital skills. We also piloted a community based IAG offer during this period with a small pot of additional funding from NLDC Funded by **BHCC's MoneyWorks** project, we form part of a Whole City Partnership led by the Citizen's Advice Bureau working to address financial exclusion. Alongside other education partners in the City our focus is financial literacy through digital inclusion. This supports an additional Friday tutor led computer drop-in.

### Routes

In November 2016 we learned we were successful in our stage 2 bid to the **Lottery** and **EU** for **Building Better Opportunities** funding which funds Information Advice and Guidance work to help residents with multiple barriers to undertake training, work placements and ultimately obtain employment. This programme of work was so successful that we were awarded a second round of funding and this project now runs until June 2021.

### Grant making policies

Grant making is not a material part of the Charity's activities.

### Social or programme related investments

The Charity does not hold any social or programme related investments.

### Volunteer help

Volunteer input to the work of the Project consists of the valuable contribution made by the Trustees, local residents and others (names can be found under Trustee and Volunteer sections). The Project works with many volunteers in the local community and seeks to increase volunteer participation in the various existing and newly formed community organisations. Local volunteers support the delivery of a range of IT training opportunities. When recruiting new staff, the Project seeks the involvement of at least one local, volunteer resident in the shortlisting and interview process.

## 4. ACHIEVEMENTS AND PERFORMANCE

### Performance achieved against objectives set

The Committee believes that the Charity has met the objectives set for the year through the diverse range of work undertaken, highlights of which are listed below:

### Chairperson's Report

It has been another busy and amazing year. I must say thank you to all of the staff and volunteers, including my fellow trustees. Everything delivered is made possible thanks to the commitment of everyone working together.

Thanks also to Brighton and Hove City Council for their support also the Clinical Commissioning group. There are also many small trusts who are supportive of our work from Sussex Community Foundation, Rotary Club of Hove, and all our local supermarkets, particularly Waitrose with the green button scheme.

We have had some changes of staff, Michelle Old youth worker left in March after 12 years and we wish her well. We welcomed Briony Street, Katie Merrien and Helen Baxter who joined in April and Claire Hines who joined in June. We also welcomed new trustee Joyce Gould and sadly Sophie Murphy left.

Sophie has been with us for many years getting involved as a teenager and joining the Board in 2013 when she reached 18. Thanks for all of her very valuable input over the years and we wish her well for the future.

Patricia Weller  
Chair

### Hangleton & Knoll – a short profile

Hangleton and Knoll is a ward made up of four estates situated to the north west of Hove. We have a resident population of approximately 15,015 with 6,142 households. The Knoll estate was built in the 1920s and has around 750 homes but no shops. Laburnum and Moyne – an area of the Hangleton and Knoll Ward – comprises mostly of housing association stock built in the 1970s. Local data (Brighton and Hove Community Insight data 2019) shows the demographic profile having a higher than national average number of children and young people (0-15yrs) and an above average number of older people when compared to the national average. Hangleton & Knoll has a lower than national average number of working age people, and a higher dependency ratio suggesting a higher than national average number of carers living in the community. 27% of adults in Hangleton and Knoll have no qualifications and only 32% of people aged 16-74 are in full time employment compared to 39% across England.

Areas of notable concern within the community of Hangleton & Knoll include:

- 28% of households have no car on the Knoll Estate compared with 26% across England
- 18.9% of children are living in poverty in the Knoll Estate compared with 17% across England
- 21% of people have a limiting long-term illness in Hangleton and Knoll compared with 18% across England
- 27% of people have no qualifications on the Hangleton Estate compared with 22% across England
- 2% of households lack central heating in Hangleton and Knoll compared with 3% across England

Themes to be celebrated within Hangleton & Knoll are:

- The overall crime rate is lower than the average across England
- The % of people 'satisfied with their neighbourhood' is higher (85.9%) than the average across England (79.3%)

# HIGHLIGHTS FOR 2019-20

## Management and Administration

2019/20 was a very successful year for HKP at all levels and I am so proud of how we continue to deliver above and beyond with and for our community, punching well above our weight in terms of influence in the City, spreading the message and sharing our good practice about community controlled, asset based, sustainable development, throughout all we do.

On the strategic front we updated our organisational plans and reflected on where we have had successes in delivering the Neighbourhood Action Plan and where gaps still remained. Trustees, Volunteers and Staff came together to inform and guide that process. Keeping our strategic plan fresh, agile and responsive is key to our continued ability to keep residents at the heart of all our decision making and in charge of our priorities.

We were delighted to form a partnership led by YMCA Downslink to deliver Reboot Youth coaching to at risk young people identified by Police, Schools and Community. This funding created a full time Youth Coach post dedicated to one to one support, working with young people to identify worthwhile and fun activities for them to participate in and work with them to support their ability to make healthy, positive choices for themselves. This capacity to give focussed attention to young people has proved transformative and funding was awarded in this period for a second year based on this success.

In this period, we also successfully tendered as part of Southdown partnership to deliver psychosocial interventions to our BAMER communities in the West of the City in partnership with City Community Development organisation TDC and this work commenced in October 2019. This work enables a grassroots, asset based, approach to achieving and maintaining good mental health and wellbeing and works with communities to enable self-care and increased awareness of services that can help as well as practical physical activities that support good health.

Late Summer 19 the Council launched its Third Sector Commission (TSC) to replace the previous BHCC Third Sector Investment Programme (TSIP). The TSC is a wonderful show of appreciation via significant investment by the council, of all the work the CVS delivers in the City. HKP successfully re tendered as part of the Moneyworks Partnership, The Community Development and engagement partnership and for core funding for our Learning and skills offer. This secures those areas of work (Council budget setting allowing) for a minimum of three years.

It feels great to report that despite the challenging and increasingly competitive funding climate we are thriving and still able to develop strands of new work and innovation where we have the evidence of need and necessary relationships. I believe our success is because we clearly understand what we do and continue to do it exceptionally well. We reflect, we consult, we plan and together we make it happen, that is the magic of HKP!

None of this would happen without our uniquely qualified, experienced staff team, when good people come to HKP they stay and ultimately our success is down to them, their dedication, trusted relationships and willingness to always go the extra mile.

Joanna Martindale  
Chief Executive Officer

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Hello everyone, here we are once again with my highlight of the year

**Publicity & Marketing:** We continue to support local newsletters and have a page in the bi-monthly Scroll and Harbinger over the year, we wrote short articles on HKP Staff, awards, and our wonderful community groups. I continue to produce our E Newsletter; it currently reaches almost 600 people and is a great source of local 'What's on' information, latest HaKIT courses and of course HKP news.

We are using our Social Media platforms much more now, particularly Face Book and have started using a special programme CANVA to make all the colour posters you have been seeing. This has proved to be a popular way of letting everyone know about courses, activities and events.

**HNF:** Healthy Neighbourhood Fund, one of my favourites, small grants for Community Groups and activities promoting a healthy life style, supported by public health at Brighton and Hove City Council. With grants of up to £400, during 2019 20 we were able to fund 9 groups and activities supporting health and wellbeing for all ages. The range of local community groups that are part of Hangleton and Knoll continue to grow and diversify, low cost exercise classes, Holistic Wellbeing groups and groups run by older young people to support 12+, not forgetting the amazing range of older people groups and everything in between, Hangleton and Knoll community is rich in its diversity.



### **Community Adult Education**

This year I helped organise and support 18 short courses, workshops and tasters including IT; Food Safety; First Aid; Family History, Your life Your Retirement and more.

**Volunteers:** I currently support four volunteers at HKP Community Learning Computer drop-ins, one of my favourite parts of my role. We are so lucky to have such fantastic volunteers and it is a real pleasure to support them.

During this year my role changed from Administrator to Central Services Manager which has meant me taking more responsibility for the management of our systems staff and volunteers.

Lulu Russell  
Central Services Manager

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### Community Development Work

My highlight of the year has been developing a partnership with our local action team, Community Action and Brighton and Hove City Council to meet a need identified in our neighbourhood action plan to increase communications across the neighbourhood via developing a service guide/leaflet.

Firstly, I contacted our local council housing manager as residents wanted every new tenant moving to the area to receive the guide as part of a welcome pack to make them feel part of the community and to provide them with useful information, the council were delighted to be part of the project and we started working together to draft a service guide which took many months of research and development led by HKP Volunteer Alan Issler.

Once the residents had agreed the information they wanted in the guide the council provided support via their design team who did a great job of turning the information into a professional booklet. We then developed a funding application with the community action group to the lottery to cover the costs of printing 20,000 copies, community launch events and newsletter inserts. The council also made a contribution to the cost of printing the leaflet.

The leaflet was officially launched at the Community Action Annual General Meeting in September 2019 and have been delivered by volunteers to local residents and beyond ever since. It was a brilliant partnership project to be part of and resulted in a wonderful resource for our community.



*Community Action AGM and launch event September 2019*

Claire Johnson  
Community Development Co-ordinator

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My highlight of the year was the second Hangleton and Knoll Your Life: Your Retirement Course which ran for six weeks during January-February 2020. This course was aimed at older people who perhaps are considering options for retirement, are about to retire, or have retired and feeling a bit stuck and in need of some inspiration and ideas. I worked in collaboration with Chris Baker from Work & Learning Opportunities c.i.c (WLO) to deliver the course.

The course was based around a number of interconnected themes in relation to the Retirement stage of life as follows: - Managing money, time and resources; Making new friends, connections and volunteering; Looking after your health and wellbeing; Carrying on learning and trying new things and Planning next steps, goals and aspirations for the future.

All the participants agreed on a number of positive benefits from attending the course such as: Personal development; positive changes to lifestyle; better informed about health and exercise; made new friends; thinking about the next stage of life as a group and exploring the topics together; and gained information on opportunities at HKP, ideas for learning and volunteering.

The diversity of participants regarding work, volunteering and life backgrounds formed the basis for rich and interesting discussions as they shared their life experiences and perspectives. This was felt to be a key component in the success of the course and in the benefits felt by participants. Some of the group members have kept in touch, formed friendships and organised social and well-being activities together since the course which is a wonderful ongoing outcome. Quotes from participants:

- *‘Provided a wealth of ideas and information about how to make the best of my retirement- learning, fun and sense of purpose.’*
- *‘It was helpful to hear about other people’s experiences in the discussions.’*
- *‘Fantastic course. I have changed my lifestyle and am looking forward to the benefits and to a positive future.’*
- *‘I have clearer ideas about how to make the most of my retirement, keep healthy and continue learning.’*
- *‘It has given me more confidence, lots of information to go forward with. I was nervous about retirement-not anymore!’*
- *‘I joined this course because I had experience of someone having had a poor experience of retirement and was aware that it took some years to adjust. Although I am over 2yrs from retirement I wanted to hit the ground running and approach it positively rather than with trepidation. The course has done this and I feel more confident about where to look for ideas and how to structure my life when the structure of work is not there. ‘*



Course participants at Stoneham Bakery

Clare Hopkins  
Community Development Worker for Older People

The highlight from my first year at The Hangleton and Knoll Project was leading our Cancer Volunteering Pilot. From November 2019 to March 2020 we tested an idea of training volunteers to raise awareness of cancer screenings through community interventions. Hangleton and Knoll has a very low uptake of cancer screenings,



and we chose to focus on older people and Black and Minority Ethnic (BAME) women. We expected to have 2 to 3 volunteers, but in the end 8 people were able to join us for a training day at the Macmillan Horizon Centre, where we heard from clinical experts from Public Health and played a board game that helped us understand more about the screening processes and potential reasons that people don’t attend their screenings. The volunteers said: “I learned so much in such a lovely atmosphere” and that the trip was “informative, [a] supportive space to discuss some personal health conditions, [and] inclusive”.

The volunteers then spoke to 33 people from 3 different community groups about what they had learned about cancer screenings, and hosted open conversations where people felt safe to ask questions. The groups suggested ways to improve cancer screening processes, which we have been able to share with the health organisations in the City. One of the volunteers was also asked to talk to a local group of women from her native country.

All of the volunteers who gave feedback about the pilot said they had enjoyed it “a lot”, and that: “This has opened my eyes more to the need to have screening / tests done” and “I learned a lot more about cancer. It made me feel more engaged with trying to help people go to screenings [and] driven me further to help enable all women I meet [including myself] to receive the same care by accessing good information!”.

Katie Merrian

Community Development Worker

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The mainstream universal Community Development programme includes specific community of interest strands with Older People, Parent Carers and BME communities. This work is funded and supported through a variety of sources coming together to increase capacity and create an integrated offer in the community.

The Community Development team works closely with Hakit and the Routes project, feeding in learning need and acting as outreach ensuring the most vulnerable and excluded residents get the benefit of IAG, courses, and the support they need to access them.

Number of community groups supported throughout the year	27
Number of new community groups supported to start up during the year	6
Number of people managing and attending local community groups	1,237
Number of new people recruited to/involved with local community groups during the year	72
Number of people from Black and Minority Ethnic communities supported to be involved in local community groups	287
Number of local BME groups worked with in the community	6
Amount in £'s that funding bids and other activities have brought into the local community	£27,020
Numbers of community/public involved in or attended 'open' community events	2,550
Number of 'open' community events supported	30

#### Older People's Community Development Work

Numbers of people managing and attending local older peoples community groups	954
Numbers of new people recruited to/involved with groups	137

Numbers of older people from BME communities	44
Numbers of older people from LGBT communities	40
Numbers of community groups worked with	18
Numbers of new community groups started or newly worked with	5
Amount of funding successfully received by 50+ community groups where community development worker has supported the bid writing	£7,197
Numbers of 50+ Trips	12
Number of attendees on 50+ trips	203
Numbers of older people involved in or attended 'open' community events	353

## Youth Work Department

The Hangleton & Knoll Project Youth Team have provided the following services, activities and groups:

- UStudios2 – Music project
- Table Tennis sessions with Brighton Table Tennis Club
- Boxing for All
- Young Women’s Group
- Step Out Volunteering
- Positive Activities Programme
- Community Fun Day
- Youth Wise Participation Meetings
- Detached Youth Work
- REBOOT
- Health & Well Being Work
- Youth Bus – After Schools Work
- Brighton Streets



## Boxing for All:

- Through partnership work with Local PSCOs and WBC Boxing Academy we have been able to secure funding to continue to expand our boxing project. This is a direct response to growing concerns about knife crime, County Lines and exploitation of young people in the area
- This will be a key piece of work in safeguarding young people and contributing towards a reduction in knife and drug related incidents.
- Boxing sessions started in Hangleton Community Centre in November 2019 and ran through until the lockdown in March 2020. We engaged with 15 young people new to the project and developed better relationships with young people in the area and at the community centre.



## Detached Work/Youth Bus:

- Weekly detached youth bus sessions enable youth workers to establish and maintain good relationships with young people in the area. HKP deliver informal education on sexual health, healthy relationships, drugs & alcohol, LGBT awareness, budgeting, life skills and employment support.
- The bus creates a focal point that lets young people know they are welcome in a safe environment;
- The youth bus will be deployed to areas identified as hot spots via local intelligence which will often come from PCSOs, housing meetings and sometimes the young people themselves;
- The Youth Bus also made an appearance at Pride Festival 2019 and supported the City-wide Youth Welfare response. Youth workers from around Brighton collaborated to provide food and water (supplied by Tesco), sun cream, first aid, emotional support, directions, maps of the City and to ease pressure on Police forces by looking after the wellbeing and welfare of the young people attending Pride.



## Health & Wellbeing Work

- HKP employ a Youth Wellbeing Worker who supports young people on a 121 basis, referred by School Nurses;
- Intensive support is given to help young people with mental health, bullying, healthy relationships, exploitation, Emotional, Social and Behavioural Difficulties (ESBD), suicidal ideations, drugs and alcohol. 33 young people have received 121 wellbeing sessions;



- The support for young people accessing the health & wellbeing project is sustainable as they are also supported to access HKP youth and community projects, such as the Young Women's Group, Step Out, music, boxing etc.
- This is a key safeguarding role and allows young people to access help and be referred to appropriate services.

## Employment Support

- HKP joined up with Amaze to deliver 3 employment support sessions aimed at young people with learning difficulties and disabilities and their parent/carers;



- The sessions looked at next steps for young people aged 16+ and parents/carers were invited to the sessions to gain a greater understanding of what options are available;
  - 7 young people attended with their parent/carers.
  - The HKP Youth Team also offer general employment support to young people on an ongoing basis as and when it is needed, to find work, write CV's prepare for interviews, register and take part in training courses, budgeting, understanding payslips etc.
- HKP have supported 3 young people to do a Level 2 Food Safety certificate, 3 young people to complete a CSCS health & safety card (required to work on construction sites), we have supported 10 young people to write CV's, we have supported 5 young people to attend college interviews, 2 young people to attend a Youth Work master class and a safeguarding training day.

## Youth Wise Meeting

- Young people participating in the Youth Wise meetings felt they would really like to be more supportive in addressing inclusivity especially for those with additional needs and for young people who would like to develop their confidence in having their voice heard.
- They got together to consult with other young people on how the group could become more diverse, welcoming and accessible.
- The young people decided to hold the next meeting in Hangleton & Knoll as an opportunity for the area to be represented and for other young people from across the City to experience a different community setting. The meeting was held at St Richards Church and Community Centre where the hall was arranged in a way that would accommodate smaller group discussions, facilitate more friendly interactive exchanges and allowed everyone's voice to be heard. The outcome of this was that all young people had opportunities to speak and a facilitator for each small group fed back to the main audience.
- City Wide Councillors were invited to the meeting and were allocated a table to work with the young people, join in discussions and pull ideas together. It was great to see young people and our elected members engage together and exchange their views. This event hosted by young volunteers and supported by the Youth Workers was felt to be a great success in achieving its overall aims for high levels of participation and inclusion.

## Brighton Streets

- Youth work organisations across Brighton including HKP, Trust for Developing Communities (TDC), Turner and Audio Active were funded by the Police Violence Reduction Unit (VRU) to carry out City-wide detached work.
- HKP specifically targeted the Grenadier after gathering local intelligence that there was an increase in bullying and assaults on young people committed by other young people during after school hours,
- HKP youth workers met with some parents and school teachers and coordinated a youth work response in the area.
- Lots of young people walk through the Grenadier area after school so we took the youth bus to engage with them and provide safety education;
- This helped to tackle multiple disadvantages as we were able to reach young people who do not access building based activities.



- Our Youth Coach has delivered 147 coaching sessions to 14 young people who have been escalated to Stage 2 of a programme that offers intensive support to those most at risk and vulnerable to exploitation, County Lines, school exclusion, and criminal activity.
- Using a strength based approach young people have been supported to identify their needs in relation to areas of risk; encouraged to achieve positive change; helped to develop a sense of belonging and self-worth; overcome difficulties to enable them to engage in activities they enjoy and introduced to wider opportunities that make a positive contribution to their community.
- HKP work closely with local police to address Anti-Social Behaviour (ASB) in the area. We do this by sharing relevant intelligence, attending meetings alongside Police Community Support Officers (PCSO) and through work with Reboot.

### Safeguarding:

- The West Area and HKP does not have a dedicated youth space, the youth office in St Richards Church serves as a drop-in space for young people to access support with issues including: mental health, drugs, alcohol, relationships, family relationships, housing problems, sexual health, advice and wellbeing;
- Young people regularly access support from the youth team at times of crisis and high stress/anxiety. They are able to talk problems through in a safe environment and receive advice and support. This is vital for many young people who lack these support mechanisms at home;
- We also work with Front Door for Families when we are concerned about a young person and work to build good relationships with social workers where appropriate so that we can ensure there is a joined up response to supporting and safeguarding a young person.

## Community Work:

- HKP regularly attend West Area Housing Meetings at Portslade Town Hall, to learn from housing officers where youth work interventions may be needed in the local area.
- The youth team are a great support in building bridges and positive relations between the users of the community centre, local residents and young people. This is particularly helpful in addressing any anti-social behaviour around St Richards and the wider community when it occurs.
- Our community based Youth Workers are best placed through their relationships with young people in helping to tackle these issues and are able to facilitate positive activities both in term time and school holidays that are free for young people to participate in.
- The HKP youth team also run detached sessions in the area around the community centres, to provide informal education to young people in regards to safety, respect for others, their neighbourhood area, how to deal with challenging emotions and better ways of coping with stress and anxiety – as these factors often play a role in challenging behaviour.

Unique Contacts	Number of Visits	Average visit per contact	Council tenants	Visits by council tenants	%visits by council tenants
163	2191	13	61	1306	60%

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I joined HKP on 1<sup>st</sup> May 2019 as a REBOOT Youth Coach as one of 9 Coaches working across Sussex in Partnership with YMCA DownsLink Group working within the parameters of the Sussex Police & Partnership protocol launched in April 2019. It is a non-criminal pathway providing a consistent approach across Sussex for supporting young people aged between 10 and 17 at a teachable moment. It is open to young people where a risk has been identified of being drawn into crime and violence and who are at risk from at least one of the key drivers of crime (defined in the Modern Crime Prevention Strategy). There are five stages of increasing intervention and I work with young people at Stage 2. The aim is to build young people's self-confidence and encourage them to positively engage with society, helping them to build trusted relationships with adults who are there to support and encourage them. This reduces their risk of abuse, exploitation and involvement in violence. I have been taking referrals to work with young people on a one-to-one basis, building a trusting and supportive relationship with them. I have carried out strengths-based assessments and developed personalised plans which focuses on what is positive in the young person's life and their interests. I have helped many young people engage in positive activities and identify opportunities within their community to develop their existing strengths/skills and build resilience to achieve their goals. The best highlight of my year was being there to celebrate the achievements of young people reaching their goals at the AGM with them and their proud parents. Being part of their Journey and supporting them through the changes they want to make has been incredibly awe-inspiring. Many young people I have worked with have had mountains to climb to succeed and overcome many personal difficulties. Their courage and determination to try their very best, to fall and get back up again, to open up and trust me to guide their path has meant there have been so many other highlights over the year.

For more information about REBOOT visit <https://www.sussex-pcc.gov.uk/get-involved/reboot/>

Helen Baxter  
Youth Coordinator and REBOOT youth coach

My highlight this year has to be the Youth Wise group. This group works with young people from other youth projects across the city, together with counsellors across the parties, supported from the participation team (BHCC). The HKP young people had shared some thoughts, that the meetings could be more engaging and inclusive. They felt the meetings were adult heavy in representation and leaning to be adult led rather than youth led. They wanted to change that, so leading by example, they decided to host the next meeting right here in Hangleton and Knoll. The young people planned, organised and facilitated the session, with minimal youth work support. They were AMAZING! The meeting was well attended, (with a bus load of young people coming from BYC), and lots of positive dialogue relating to the issues and challenges of timely and appropriate mental health support for young people, which the counsellors listened to and acknowledged. They also made a commitment to raise these issues with councillor colleagues, so a really positive outcome.

Nina B Bishop  
Youth Worker

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A highlight for me this year was the Our Place Festival held up at Hangleton Community Centre and park where the young women's group for The Hangleton and Knoll Project performed for an audience towards the end of the day. They sang songs of their choice to a crowd on a stage and for some of them this was a huge confidence boost plus the first time they had done anything like this publicly! The group worked hard with a singing coach from Audio Active in the build up to the event and were also able to learn about the equipment and technical set up of the gig. They were nervous on the day and there were tears as well as cheering, but the encouragement and support they gave each other reminded me why group youth work is so powerful.

Rachael Sergeant  
Youth Worker

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The highlight of 2019 – 2020 at HKP for me was running our summer programme. It was the first piece of work I had to do when I joined the organisation and not only did we have a great time and do some really fun trips, but it was also a great opportunity to get to know the young people in the community and to start building relationships. It was great to see young people who had been having a rough time, enjoy themselves and spend the day laughing and having fun.

Briony Streets  
Senior Youth Worker

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### Hangleton & Knoll Community Learning

It's been a successful year for HKP Community Learning, in the Computer Drop-ins we continue to get people online for the first time and develop their IT skills in our free tutor led drop-ins. Financial education has been embedded in these sessions as we encourage people to develop their ability to plan and manage their finances online. This has resulted in great savings being made on utility bills as well as people accessing services and information online as part of this 'Moneyworks' programme. The link between digital and financial inclusion is very strong, particularly for older people.

Alongside this IT offer we have delivered a range of courses, tasters and workshops, we are really please to say that in the year April 19 to Mar 20 we were able to deliver 18 short courses, workshops and tasters with 165 people attending. Our courses covered our ever popular First Aid and Food Safety, Creative courses, Family History, Retirement Courses, we supported the first Fun Palace event and of course our range of IT courses.

HKP Adult Community Learning is able to flexibly respond to need identified by community development and our Routes Employment Service. Our Free Computer Drop-ins have been running for many years now and remain very popular with the Community, this way is a very cost effective and targeted service reaching those who would be highly unlikely to access a more mainstream or central service. Key to our work is the notion of progression and each person who comes to us is supported to move on in the way they choose, to more training, employment, accredited learning or volunteering

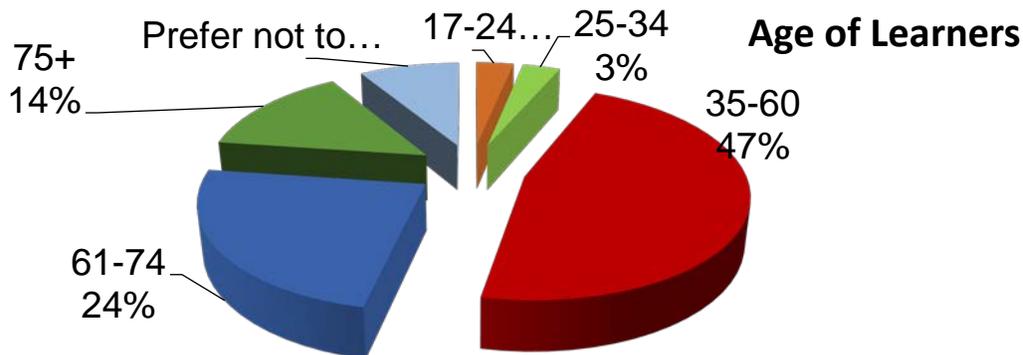
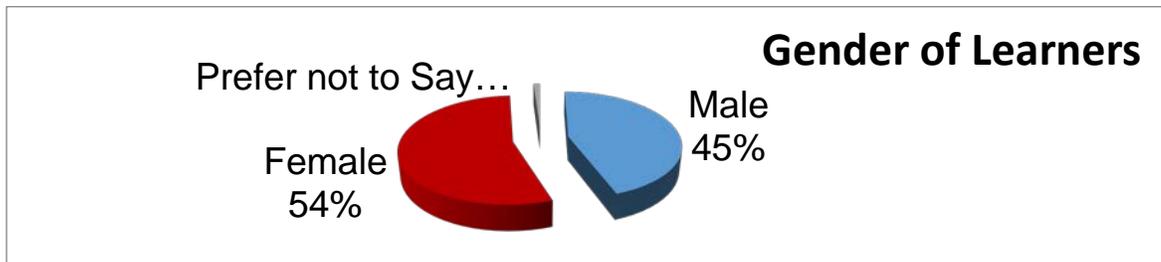
In total HaKIT drop-ins supported 571 learner visits and 92 learners during this period. HaKIT targets those most digitally excluded in our community, with no broadband contract, IT equipment or with no or low IT skills. In addition, 31% of our learners have a disability or health condition, 13% are carers and 17% come from a Black or Minority Ethnic background. 48% are registered unemployed 24% of drop in users are over 60, with 14% of those being over 75, showing there are no age limits at all on technology.

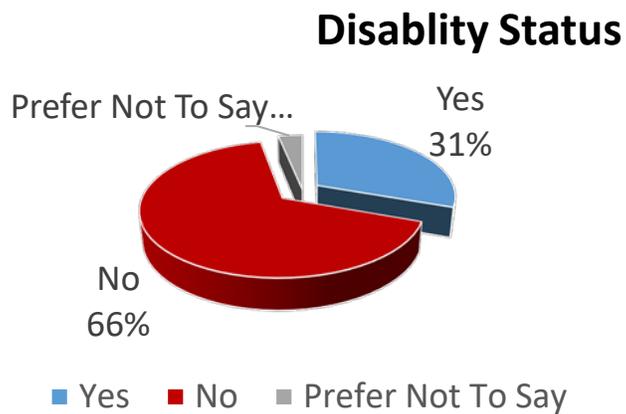
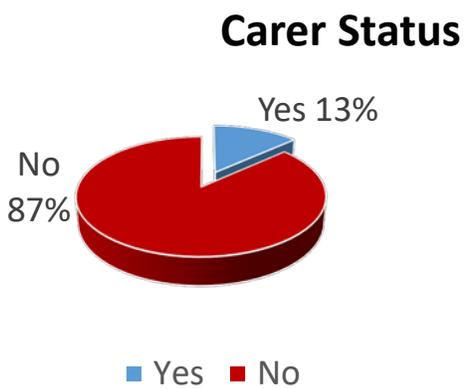
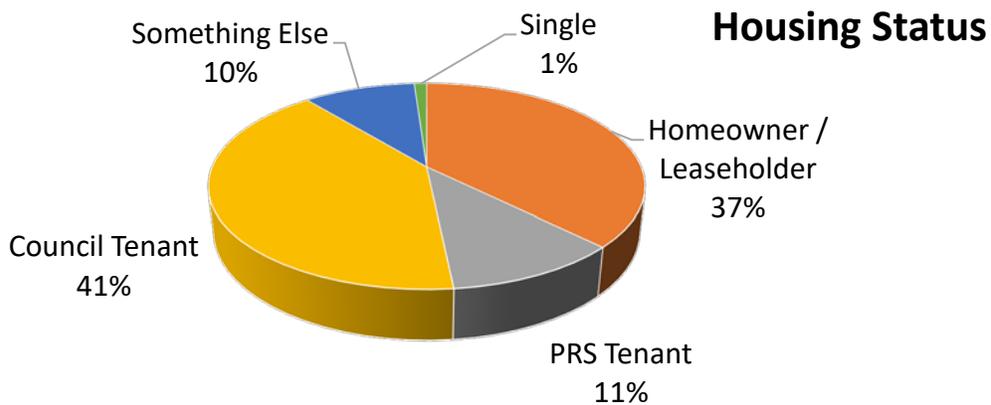
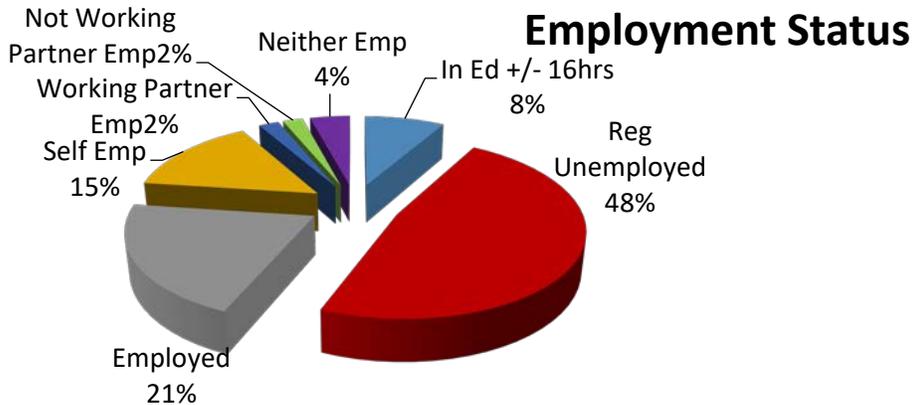
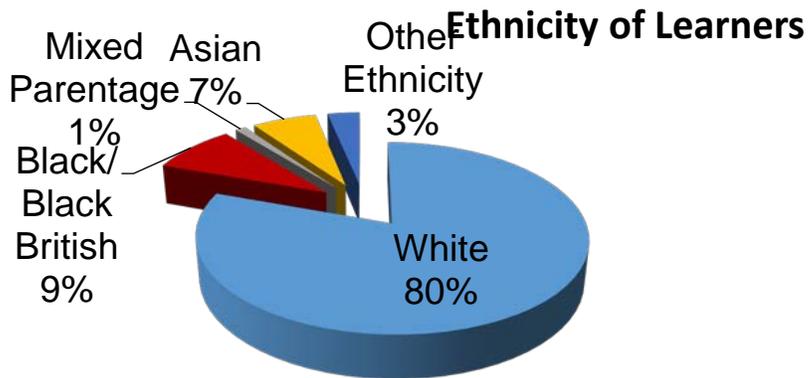
HKP could not deliver within the current resources without us working very closely in partnership with others to maximise the offer available to our community and to share resources where possible. This year we have delivered courses with support and help of Square Lemon and The Trust for Developing Communities and community partners St Richards Community Centre, the 50 plus steering group and Multi-Cultural Women’s groups.

**We are extremely grateful for the commitment and support of our Tutors David, Kaye, Mumtaz, drop-in support cover Ruth, and our volunteer Tutor on the Family History Course Fiona. Along with our excellent volunteers Karen, Ray and Elle and Elif. Also St Richards for hosting our IT training and looking after us as they do.**



No of Learners	92
No of Visits	571





## Routes Employability Project

With the successful extension of BBO funding I came into post as the new Information, Advice and Guidance worker in July 2019. During these 9 months I have worked with a number of people who have presented with a diverse range of employment needs and individual challenges. Offering IAG has enabled them to develop employability skills, gain confidence, explore career pathways and engage in activities including volunteering and training. As a result, skills and knowledge gained include: counselling skills; English language; support work in schools; dog behaviour training; self-employment and business skills development; mental health first aid and horticulture.

Witnessing a person blossom and gain clarity in their journey has been a real highlight for me. For example, Laura who is about to launch her eco cleaning company. She had to confront a number of unhelpful and limiting beliefs that were holding her back. She was supported to move out of her comfort zone and is now pursuing her dream of running her own business. To be involved in this has been such a privilege for me.

For more information visit: [www.routes.org.uk/start-your-routes-journey/brighton/hangleton-and-knoll/](http://www.routes.org.uk/start-your-routes-journey/brighton/hangleton-and-knoll/)

Claire Hines

Information, Advice and Guidance Worker

*Routes Project Results to date:*

Routes Project Outputs	
Total number of participants	79
Number of men	30
Number of women	49
Number who are unemployed, including long-term unemployed	44
Number who are economically inactive, including not in education or training	35
Number who are aged 50 or over	31
Number with disabilities	36
Number from ethnic minorities	16

DESTINATION OUTPUTS	
Stream	
Number who move into education or training on leaving	16
Number who move into employment, including self-employment, on leaving	14
Of these, the number who were unemployed when joining the project	7
Of these, the number who were economically inactive when joining the project	7
Number that were economically inactive move into job-searching on leaving	5



## Community Arts

This was an exciting year for community arts in Hangleton & Knoll, and my highlight was the partnership we established with Brighton University under the Ignite funding programme. A group of 6 local residents were trained as community researchers, creating a questionnaire and then consulting with 119 local residents. We learned that there is overwhelming support for a dedicated arts space in the community, and for a programme of affordable and accessible creative activities. As part of this work, we held a Sharing of Learning event to the wider community and stakeholders, as well as presenting the findings at the Community Psychology Festival in Brighton. Other highlights over the year included:



## **Our Place 2019**



- The third year of 'Our Place' working in collaboration with Brighton Festival producing a day of programmed shows and activities in Hangleton Park and Community Centre: [www.youtube.com/watch?v=VMIQxdO-IK8](http://www.youtube.com/watch?v=VMIQxdO-IK8)
- Craftivism workshops delivered across Hangleton & Knoll by local residents
- Our first Fun Palace held at St Richards Community Centre with 18 makers and attended by 120 residents
- Arts prioritisation research w/ parent carer coffee morning, youth groups, MCWG, 50+ befriending event
- Food bank craft session
- Negotiations begin around securing a dedicated arts venue
- Open Up Arts campaign development with Brighton People's Theatre

Nicole Monney  
Community Learning and Arts Coordinator

## **5. FINANCIAL REVIEW**

### **Reserves policy**

The Hangleton & Knoll Project Trustees hold financial reserves because it is solely dependent on contracts and grant aid with very few donations and we wish to offer our community a clear, ongoing offer.

We are in a healthy financial position and feel satisfied that we can demonstrate stability to our statutory funders who are looking at our sustainability over a 3-5 year period within their commissions.

The past three years have taught us that timescales for statutory funding change quickly with short term rollovers and annual budget changes which makes our long term planning around staffing levels more challenging. In 2017/18 we also faced a proposed 100% cut to youthwork (an 89k loss of income), this decision was reversed but it brought home the very difficult context for local government and ccg commissioners and the possibility of swift and brutal changes to our funding.

We have found that maintaining a level of reserves designated for staff continuity (£118,440) means that we can offer stability to staff and continuity of delivery for our community, giving us time to plan any necessary changes and be covered for staff redundancy and office closure costs for our office spaces. Currently calculated at £168,504 – a figure that reflects how long many of staff have remained with us and the fact we have office bases across our patch.

During 19/20 we have been offered the opportunity to potentially take on a building as part of new housing being built locally and Trustees have agreed that if this happens we will designate some funds (c30k) to enable the necessary development. Due to Covid, timescales for this build have dramatically slipped so this will not happen as we had envisaged. Having reserves allows us to take advantage of opportunities to develop new resources for our community.

We keep a general reserve of £49,236 to respond to immediate issues and as cashflow for contracts which now pay up to six months in arrears.

Covid has shone a light on the vulnerability of organisations to unforeseen change and we are proud of our resilience and ability to rapidly respond which is aided by our secure financial footing.

The reserves figure is reviewed annually by the Finance Sub-Committee and a recommendation made to the following meeting of the Management Committee with whom the final decision rests.

### **Any funds in deficit**

There are no funds in deficit.

### **Principal funding sources, and how expenditure has supported key objectives**

The year was funded in large part by Brighton & Hove City Council through Community Works to fund our core community work, and directly to HKP to fund our core youth work and Older People's programme of work. A high percentage of this income covers our staff costs and expenses. Skilled staff are our fundamental resource required to undertake our significant activities and meet our planned objectives and outcomes. They achieve this through regular face to face contact with the many local community groups and residents.

Further detail of our funding sources can be found on pages 15-17 and further details of the activities undertaken by our staff can be found on pages 17-33.

### **Investment policy**

The trustees confirm that the investments held by the Charity are in accordance with the Trustees' powers.

## 6. PLANS FOR FUTURE PERIODS

### Key objectives for the future

The Trustees intend the Charity to continue to deliver a high standard of community development, Information, Advice and Guidance, community learning and youth work in Hangleton and Knoll within existing partnerships and to develop further initiatives where the need arises and subject to available funding.

Our 5 year business plan was fully refreshed with full consultation from the community and all stakeholders in 17/18 and was published in July 2018. This document gives a full description of priorities and direction

Key priorities for the period 2020/21 include:

- Continue to respond to the needs amplified through the Covid pandemic ensuring that we remain flexible and responsive.
- Continue to undertake regular door knocks to ensure that everyone and particularly the most vulnerable are supported and linked into the services and activity that will support them.
- Re tendering Area Youth grants to maintain a youth led, community based inclusive local service and promote the voices of young people living on the City fringes into City decision making. Currently contract due to end March 2021.
- Partnership with the Police, YMCA and other partners to promote the benefits and impact of the Reboot Youth Coaching Programme and work towards a longer term funding solution together.
- Work to ensure that employment services funded under the EU are able to continue looking at different, sustainable solutions. We know that this support is a resident priority, that we are highly successful, and that this work will be ever more needed.
- Work with the Arts steering group on uses of the Downsman site – this site is due to finish October 2020 but will be delayed until 2021 due to Covid. We aim to create a community led arts space.
- Relaunch our community learning offer, with a free membership scheme working to ensure everyone has the opportunity to be online in our communities.
- Further develop local networking opportunities to increase delivery and collaboration to meet needs as expressed in the Neighbourhood Action Plan.
- Attain trusted Charity quality mark to replace our PQASSO
- Further develop our successful partnership with the Trust for Developing Communities and CommunityWorks to engage with Black and Minority Ethnic residents to grow and develop the City's BAMER community infrastructure.

## **7. FUNDS HELD AS CUSTODIAN TRUSTEE ON BEHALF OF OTHERS**

### **Description of assets held**

Small amounts of money are held for three local community groups.

### **Details of charity (or charities) concerned**

The local community groups for whom funds are held are:

- Digital Photography Group
- Knoll Youth Drop In
- Knoll Football Club

### **Safe custody and segregation arrangements**

A small amount of funds are held on behalf of community groups that do not hold their own bank accounts. These funds are held and accounted for in separate departments within the Project accounts. Movements of these funds are recorded in the notes to the financial statements.

## 8. STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31.03.2020

		Unrestricted Total funds £	funds £	2020 Restricted funds £	2019 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	-	4,820	4,820	1,894
<b>Charitable activities</b>					
Project income	4	34,035	406,813	440,848	370,813
Investment income	3	1,792	5,799	7,591	4,860
<b>Total</b>		35,827	417,432	453,259	377,567
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Project expenses		36,820	383,168	419,988	334,778
<b>NET INCOME/(EXPENDITURE)</b>		(993)	34,264	33,271	42,789
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		337,173	392,238	729,411	686,622
<b>TOTAL FUNDS CARRIED FORWARD</b>		336,180	426,502	762,682	729,411

## 9. APPENDIX 1 – MANAGEMENT STRUCTURE DIAGRAM

