

SNAPS Annual General Meeting

MINUTES

PERIOD: April 2019 – March 2020

DATE: Tuesday 15 December 2020

LOCATION: Via Zoom

Present

Lora Bedford, Chris Eatwell, Alex Firth, Debbie Hingerton, Lucy Owen, Sophie Moody, Paul Rowson, Jenny Sellers.

1. Welcome and apologies

Chris welcomed everyone and gave apologies received from Anne Gait, Ross McWilliams, and Sam Lambert.

2. Minutes from last Annual General Meeting on 19 October 2019

The minutes from the last AGM were reviewed by persons present and accepted as accurate. Proposed by Debbie Hingerton, seconded by Lora Bedford.

3. Report and accounts for the year ending 31st March 2020

Prior to the meeting attendees were given access to a pack with the following papers, which was also posted on the SNAPS website;

- Notice of the AGM being held today, including the Agenda
- A copy of the minutes of the AGM held 19 October 2019
- Nomination paper for nominations to Board of Trustees
- Report and financial statement for the year end 31st March 2020
- In addition, a summary of the key financial data from the Accounts was made available

3A. Review of the year by the Chair

Achievements and performance

The past year has been a year of significant changes, both in operational as well as financial terms. It has been said that change is the one constant, and that is especially true for small charities in these turbulent times. My review looks at 4 specific areas – Operations, Finances, Trustees, and the future of SNAPS.

Firstly, Operations – We have continued to deliver our high quality therapeutic support to the many children coming to SNAPS, along with very valuable support for parents and the extended family. The level of need has continued to grow and we have had to adopt a more stringent session allocation

policy to ensure that new families are able to benefit from our services. Operating at the maximum number of sessions available to us on our two sites means that, inevitably, there are unmet needs – we strive to help as many families as possible. The search for a third possible site is on-going and more challenging than anticipated through issues around availability and costs, although we are very aware of the financial impact of such a plan, and have made provision accordingly. SNAPS has experienced staff changes during the year, but our processes and teams have proved robust enough to cope with departures and arrivals, and we delighted that those team members with whom we have worked and trained, leave us in due course to further their experiences in new roles elsewhere, including taking Rebound Training to Toronto, Canada, for the first time in that city. We have continued to review and improve our management and policy structures, such as business and financial planning, risk management and reserves policies. There were several highlights during the year – firstly, the successful launch of the Sunday football sessions at Hunslet, which have been very well received by children and families, as well as providing an opportunity for three young people to train as football coaches. Secondly, the SNAPS ZOOM event took place in September at John Charles Sports Centre, and was well supported, including an appearance by the Lord Mayor of Leeds. This involved children and their family members and friends doing laps of the athletics track, an activity in a non-judgemental setting which they don't generally have access to – many laps were completed, much fun was had and it was agreed that this will be an annual event! And thirdly, the launch of the expanded Leeds Children's Additional Needs Network (Leeds CANN) to become the West Yorkshire CANN, drew in large numbers of supporters. During the year the Network, a communications and information venture which SNAPS co-founded in 2016, continued to grow to over 60 children's charities and statutory bodies across all parts of West Yorkshire. The model for the Network is being emulated elsewhere in the country, which is a great compliment.

Secondly, Finances – The end of the previous financial year had been very challenging, leaving SNAPS with a significant shortfall in funding. Raising funds had become increasingly difficult in a market place which has been stretched ever tighter by the tough financial and economic conditions prevailing. The last few years of carefully managed growth for SNAPS means that we have built some credit and experience in managing the 'ebb and flow' of funding. Consequently, we both put in place a contingency plan for reducing expenditure, as well as appealing to funders who had supported SNAPS in the past. As a result of their generosity and a lot of hard work from the fundraising team, SNAPS ended the current year in an excellent financial position, and stronger than ever before, which helps the charity become as sustainable as possible. It is important to mention two particular contributors – Irwin Mitchell, where SNAPS was Charity of the Year, and the Alerce Trust, both wonderfully generous and supportive. SNAPS has a good story to tell and we've shown that we can competently manage the steady growth required to build a successful organisation and expand the provision of service to the families of Leeds. I will add a few words about the impact of the pandemic, which hit us all in February / March 2020 – operating as we do in two schools, both of our bases were quickly closed until at least mid June 2020. The Board has been able to continue salary payment for some staff, and will furlough and top up salaries for all others – treating our staff as well as possible is important for SNAPS, reflecting our values of care and good management. We have developed plans for managing our return, and will continue to actively manage the situation, communicating with and supporting all of our families and staff to the best of our ability. SNAPS is an independent charity, not an agency of social services or Leeds City Council, and we take no financing from local or national government in any form. In the current economic climate, and with cuts to government grants so prevalent, our independence has been seen by our funders as a strength.

Thirdly, the Board of Trustees - We are fortunate in having a group of talented people with widely differing backgrounds and skills to be the current Board of Trustees, including hard pressed parents, to help set strategy and provide oversight of our work, and I would like to acknowledge their hard work and contribution in the last year in helping to deal with the issues facing the charity. During this year, we have lost the services of 4 Trustees and recruited 2 more. In addition, Anne Gait, one of the founders of SNAPS in 2004 and our longest serving Trustee, stepped down, but was persuaded to take on the new honorary position of President, which we are delighted with.

And lastly, the future of SNAPS - The challenges facing small charities cannot be under-estimated, but as Chair, I am confident that we will continue to develop and grow, supported by the good will and contributions of our many families, supporters and stakeholders. The good news in this Review is down to the hard work and determination of the team and the family that is SNAPS.

We are open to hearing additional new ideas and suggestions from parents and carers, although we clearly cannot provide everything that our families might want. But please come forward and talk to any of the Trustees here today with any questions, ideas or comments you may have.

In particular we want to welcome more parents and carers to see what we do as a Board. Even if you decide not to become a Trustee, please come to a Board Meeting so that you try the experience.

Thank you for your continued support during the year.

3B. Financial Report

3B1. Presentation of Accounts

The Annual Report and Financial Statements for the year ended 31 March 2020 were reviewed by those present and agreed as being correct. Proposed by Lora Bedford, seconded by Sophie Moody.

3B2. Appointment of Independent Examiners

The Chair informed those present that the SNAPS accounts had been audited by WYCAS (West Yorkshire Charity Accountancy Service). SNAPS has appointed WYCAS over the last couple of years and we had found the service and support beneficial. Debbie Hingerton proposed that SNAPS appoint WYCAS as auditors for the year ending 31st March 2021. This was seconded by Lora Bedford.

4. Election of the New Board of Trustees

Before we get on to new elections, I would like to mention our volunteer Trustees on the Board. Becky Wilson, Simon Featherstone, Kathy Louca and Laura Storey resigned during the last financial year, and we thank them for their invaluable service to SNAPS.

We were fortunate during that year to recruit 2 excellent replacements in Sunjay Chauhan and Sophie Moody, bringing a range of skills and experience to help us.

Paul Rowson, Ross McWilliams, Howard Pickles and Victoria Moss have all contributed significantly during what has been another very busy year. We have also been delighted to have 3 other Trustees who are also parents of children using our services - that's Lora Bedford, Debbie Hingerton and Nicky McVennon - their contribution has been crucial because they have given the Board the authentic voice of lived experience which is so valuable. Anne Gait continues to contribute in her role as President.

The Officers' positions are the Chair / Vice Chair / Treasurer. There are up to 8 further Trustees' places and we currently have nominations for 5 positions. If anyone else is interested in attending a Board Meeting, we can accommodate them as an observer. We love to have parents involved, as it is crucially important to have that voice from the front line. If you're not sure what's involved, have a chat with one of the Trustees here today, or talk to me after the meeting, and come along to a meeting and see what we do as a 'taster'.

There are 4 Officers' positions and up to a further 8 additional Trustees can be elected. The following nominations have been received to date:

	NAME OF PROPOSED	NOMINATED	SECONDED
Chair	Chris Eatwell	Paul Rowson	Ross McWilliams
Vice Chair	Paul Rowson	Chris Eatwell	Ross McWilliams
Vice Chair	Ross McWilliams	Chris Eatwell	Paul Rowson
Treasurer	Howard Pickles	Chris Eatwell	Paul Rowson
Trustee	Lora Bedford	Chris Eatwell	Paul Rowson
Trustee	Debbie Hingerton	Chris Eatwell	Paul Rowson
Trustee	Nicola McVennon	Chris Eatwell	Paul Rowson
Trustee	Sophie Moody	Chris Eatwell	Ross McWilliams
Trustee McWilliams	Sunjay Chauhan	Chris Eatwell	Ross
Trustee	Victoria Moss	Chris Eatwell	Ross McWilliams

No further nominations have been received.

5. AnyOther Business

Lucy Owen thanked our staff team at this point. We couldn't do what we do without the continuing support and encouragement provided by our team of hard working staff, so many thanks to them.

6. Close of Meeting

Chris Eatwell thanked everyone for attending.

Date of next meeting of the Board of Trustees-

Wednesday 15 January 2020, Irwin Mitchell, 2nd floor, 2 Wellington Place, Leeds, LS1 4BZ.