**SNAPS Annual General Meeting**

**MINUTES**

**PERIOD: April 2020 – March 2021**

**DATE: Tuesday 30 November 2021 / 19.00**

**LOCATION: Via Zoom**

**Present**

Lora Bedford, Sunjay Chauhan, Anne Gait, Chris Eatwell, Nicky McVennon, Victoria Moss, Howard Pickles, Sue Rumbold, Tom Wake, Eve Holdsworth, Ali Mitchell, Lisa Morton, Rich Porter, Lucy Owen.

1. **Welcome and apologies**

Chris welcomed everyone and gave apologies received from Debbie Hingerton, Ross McWilliams, Paul Rowson, Alex Firth, Jo Milburn and Kat Porter. The meeting opened at 19.00.

1. **Minutes from last Annual General Meeting on 20 December 2020**

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

1. **Report and accounts for the year ending 31st March 2021**

Prior to the meeting attendees were given access to a pack with the following papers, which were 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 15 December 2020
* Nomination paper for nominations to Board of Trustees
* Report and financial statement for the year end 31st March 2021
* In addition, a summary of the key financial data from the Accounts was made available

**3A. Review of the year 2020-2021 by the Chair**

**Achievements and performance**

The past year has been another highly challenging year, dominated by the series of lockdowns and restrictions placed on our organisation by National Government through the management of the pandemic. SNAPS has been unable to deliver face-to-face therapy, so has turned to a number of alternative methods of delivering support to the children and families who are our clients. It has been said that change is the one constant, and that is especially true for small charities in these turbulent times, where SNAPS has been even more creative. This review looks at 4 specific areas – Operations, Finances, Trustees, and the future of SNAPS.

**Firstly, Operations** – This has been the year of unmet needs for our families, suffering the double hit of being unable to access therapeutic support and being restricted to staying at home for much of the period. SNAPS has therefore stepped up its on-line support, through sessions from physiotherapists, and latterly regular phone, social media and email contacts from SNAPS staff and the Family Support team. In addition we have undertaken a number of initiatives, such as ‘care packages’ for Mother’s Day, Valentines’ Day, gardening and Christmas, in our attempts to maintain as high a level of regular contact with our families as possible. Many of the recipients have expressed their thanks for the positive support received. The search for a third possible site was put on hold in the circumstances, to be re-started once conditions allow.

We have fully developed plans to manage our return to therapy delivery once we are permitted, and are confident that we will be able to pick up where we left off, with obvious adjustments to suit whatever additional requirements are in place at that time. We have also focussed on ensuring that our staff team, and in particular, their mental health, is supported at all times. We are pleased to have been to maintain our support for our Staff team as well, and through furlough and other support, have not lost any of the team to resignation. We have continued to review and improve our management and policy structures, such as business and financial planning, and strategic development. We have also maintained our support for the West Yorkshire Children’s Additional Needs Network, now 67 organisations strong, which SNAPS co-founded in 2016, to improve the flow of information and communication between charities and statutory bodies from education, healthcare and Local Government across the region.

**Secondly, Finances** – Although raising funds has become very difficult in a market place which has been stretched ever tighter by the tough financial and economic conditions prevailing, our fundraising team has out-performed expectations and delivered a strong result. As a result of the generosity of our many supporters 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, which continue their long term and regular support, and the Alerce Trust, our wonderfully generous benefactor. SNAPS has a good story to tell and we tell it well, and have shown that we can competently manage the steady growth and investment required to build a successful organisation and expand the provision of service to the families of Leeds. 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 difficult year, we have managed to retain the invaluable services of our 10 Trustees, which has helped to provide stability and certainty.

**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. In the last six years, SNAPS has grown by a factor of roughly 6 times in terms of provision of services, income and reserves, which is a tremendous performance in a difficult period. The good news in this review is down to the hard work and determination of the team and the family that is SNAPS.

**3B. Financial Report**

**3B1. Presentation of Accounts**

The Annual Report and Financial Statements for the year ended 31 March 2021 were reviewed by those present and agreed as being correct. Proposed by Howard Pickles, seconded by Victoria Moss.

**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. Howard Pickles proposed that SNAPS appoint WYCAS as auditors for the year ending 31st March 2022. This was seconded by Victoria Moss.

1. **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. There were no resignations during the last financial year, which speaks volumes about the quality and dedication of the Trustees, and we thank them for their invaluable service to SNAPS. We have lost one Trustee in the current year however.

Ross McWilliams, Howard Pickles, Sunjay Chauhan, Victoria Moss and Paul Rowson have all contributed significantly during what has been another very busy year. Paul and Ross have both continued in the role of Vice Chair, Howard continues his support as our Treasurer, and I must mention Anne, who as our President, continues to provide sterling support.

We have also been delighted to have 3 other Trustees who are also parents of children using our services – they are 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. And Debbie is one of the stars of the BBC Children in Need film, along with Lewis and Lucy.

The Officers’ positions are the Chair / Vice Chair / Treasurer. There are up to 8 further Trustees’ places and we currently have nominations for 7 positions, so we would love to bring more new talent onto the Board. 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 a potential candidate is not sure what’s involved, they can have a chat with one of the Trustees, and come along to a meeting as an observer (when we are able to) or zoom, and see what we do as a ‘taster’. I should mention the two new appointees to the Board, being Tom Wake and Sue Rumbold, both of whom bring a wealth of different experience to the mix, and are very welcome.

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 Sunjay Chauhan Chris Eatwell Paul Rowson

Trustee Debbie Hingerton Chris Eatwell Paul Rowson

Trustee Nicola McVennon Chris Eatwell Ross McWilliams

Trustee Victoria Moss Chris Eatwell Ross McWilliams

Trustee Sue Rumbold Chris Eatwell Ross McWilliams

Trustee Tom Wake Chris Eatwell Paul Rowson

No further nominations have been received.

1. **Any Other 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.

1. **Close of Meeting**

Chris Eatwell thanked everyone for attending. I would like to say thank you again to everyone involved in SNAPS. And thank you for attending this evening.

**Date of next meeting of the Board of Trustees–**

Wednesday 12 January 2022 at 19.30, via Zoom or at Irwin Mitchell, 2nd floor, 2 Wellington Place, Leeds, LS1 4BZ.