**SNAPS Annual General Meeting**

**MINUTES**

**PERIOD: April 2020 – March 2021**

**DATE: Saturday 26 November 2022 / 10.00**

**LOCATION: Pennyfield SILC**

**Present**

Anne Gait, Chris Eatwell, Debbie Hingerton, Nicky McVennon, Paul Rowson, Tom Wake, Lucy Owen.

1. **Welcome and apologies**

Chris welcomed everyone and gave apologies received from Lora Bedford, Sunjay Chauhan, Ross McWilliams, Victoria Moss, Howard Pickles, Sue Rumbold . The meeting opened at 10.00.

1. **Minutes from last Annual General Meeting on 30 November 2021**

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

1. **Report and accounts for the year ending 31st March 2022**

Prior to the meeting attendees and the wider group of stakeholders 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 30 November 2021
* Nomination paper for nominations to Board of Trustees
* Report and financial statement for the year end 31st March 2022
* In addition, a summary of the key financial data from the Accounts was made available

**3A. Review of the year 2021-2022 by the Chair**

**Achievements and performance**

The past year has been another highly challenging period, dominated by lockdowns and restrictions placed on our organisation by National Government through the management of the pandemic. SNAPS was unable to deliver face-to-face therapy until September 2021, and so 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 smaller 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 another time of unmet needs for our families, suffering the double hit of being unable to access therapeutic support through any NHS, Council or charity route, and being restricted to staying at home for some of this period. SNAPS therefore stepped up its on-line support, through sessions from physiotherapists and counsellors, and latterly regular phone, social media and email contacts from SNAPS staff and the Family Support team.

Many of the recipients have expressed their thanks for the positive support received. We developed plans to manage the return to therapy delivery in September, and were able to pick up where we left off, with a number of adjustments to accommodate whatever additional requirements, both from the authorities and from families, were required at that time. We have also focussed on ensuring that our staff team, and in particular, their mental health, is supported at all times. Whilst we were pleased to maintain our support for our Staff team, in common with many other organisations we did lose some staff as we emerged from furlough. This led to a recruitment exercise which caused some stretch for the team, but they worked through and resolved the challenges concerned. Much of the second half of the financial year from September 2021 to March 2022 has been spent ensuring that the team is fully back up , trained and delivering our services to the required standards.

We have continued to review and improve our management and policy structures, such as business and financial planning, and strategic development, and have developed an ambitious plan for further growth in the ‘post-Covid’ period and next financial year, after April 2022. The search for a third possible site has been integrated into a broader plan to include delivering a more extensive range of supportive therapies on multiple sites, which are to provide more spaces where therapies can be delivered.

We have also maintained our support for the West Yorkshire Children’s Additional Needs Network, now 91 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, and grow our services in the future. 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 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 11 Trustees, which has helped to provide stability, certainty and continuity.

**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. Since 2015, SNAPS has grown by a factor of at least 6 times in terms of provision of services, income, reserves and the provision of employment, particularly for young people learning about our sector, which is a tremendous performance in a difficult period, and an excellent advertisement for the hybrid business model which we have adopted, developed and used to such advantage. The new development strategy offers promise of further expansion and an even more exciting future.

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 2022 were reviewed by those present and agreed as being correct. Proposed by Paul Rowson, seconded by Debbie Hingerton.

**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 recent years and we have found the service and support beneficial. Paul Rowson proposed that SNAPS appoint WYCAS as auditors for the year ending 31st March 2023. This was seconded by Debbie Hingerton.

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.

Ross McWilliams, Howard Pickles, Sunjay Chauhan, Victoria Moss, Sue Rumbold, Tom Wake 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 Gait, 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.

The Officers’ positions are the Chair / Vice Chair / Treasurer. There are up to 8 further Trustees’ places and we currently have nominations for all 8 positions, including another parent who has attended a Board Meeting as an observer, and has offered her services to join 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’.

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 Ross McWilliams

Trustee Shelley Sheridan Chris Eatwell Ross McWilliams

No further nominations have been received. All candidates were duly appointed.

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. They have been a joy to work with over this last year. Anne Gait added to the comments by saying that she was proud of the achievements of the charity. There was no other business.

1. **Close of Meeting**

Chris Eatwell thanked everyone for attending. I would like to say thank you again to everyone involved in SNAPS. The meeting closed at 10.30.

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

Wednesday 11 January 2023 at 19.00, at Irwin Mitchell, 2nd floor, 2 Wellington Place, Leeds, LS1 4BZ.